



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

DEPARTMENT OF JUSTICE

JIM McDONNELL, SHERIFF

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

*A Tradition of Service*  
— Since 1850 —



## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

January 05, 2016

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

44 January 5, 2016

  
PATRICK OGAWA  
ACTING EXECUTIVE OFFICER

Dear Supervisors:

**APPROVE CONTRACT FOR ARMED AND UNARMED SECURITY GUARD  
SERVICES, NORTH ZONE WITH ALLIEDBARTON SECURITY SERVICES, LP  
(ALL DISTRICTS) (3 VOTES)**

### SUBJECT

The Los Angeles County (County) Sheriff's Department (Department) seeks approval of a Proposition A Contract (Contract) with AlliedBarton Security Services, LP (AlliedBarton) to provide armed and unarmed Security Guard Services (Guard Services) for the Department's County Services Bureau in the North Zone, comprised of Service Planning Areas (SPA) One, Two, and Four.

### **IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the Guard Services provided under the attached Contract can be more economically performed by AlliedBarton rather than by County employees.
2. Approve and instruct the Chair of the Board to sign the attached Contract with AlliedBarton for Guard Services for a term of three years, commencing February 1, 2016, after approval by the Board, with an option to extend for three one-year periods, for a total Contract term not to exceed six years and a Maximum Contract Sum of \$199,607,052.
3. Delegate authority to the Sheriff, or his designee, to execute Change Notices and Amendments to the Contract as specified in the Contract, including (a) to exercise option term extensions, (b) for modifications pursuant to the Assignment and Delegation provision, (c) to add or change certain terms and conditions in the Contract as required by the Board or the Chief Executive Officer (CEO), or designee, during the term of the Contract, (d) for any decrease in Guard Services, and (e) for any increase in Guard Services that increases the Maximum Contract Sum by not more than 10 percent for the term of the Contract.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended action will enable the Department to provide approximately 474 armed and unarmed security guards and security guard supervisors in 92 County facilities, hospitals, and clinics assuring client locations in the North Zone (SPA One, Two, and Four) are safe for County residents seeking County services. The Guard Services are needed on an ongoing basis.

The fees paid to AlliedBarton will be funded through billings to the following client departments: Child Support Services, Children and Family Services, Community and Senior Services, Health Services, Public Social Services, Internal Services, Mental Health, Public Health, Probation, and Registrar Recorder/County Clerk.

## **Implementation of Strategic Plan Goals**

The recommended Services support the County's Strategic Goal 1, Operational Effectiveness/Fiscal Sustainability, and Strategic Goal 3, Integrated Services Delivery, by enabling the Department to provide Guard Services for client departments and the communities they serve in the North Zone through the use of armed and unarmed security guards and security guard supervisors.

## **FISCAL IMPACT/FINANCING**

The client departments must demonstrate that sufficient funds are budgeted for any service requests through the provision of a Departmental Service Order prior to initiation of any Guard Services. The client departments have included sufficient appropriation to fund the costs associated with the recommended Contract award, including a 10 percent per year contingency allowance for unforeseen increases in Guard Services or locations.

The pricing structure is as follows:

Security Guard Services North Zone	Maximum Annual Contract Sum
Year One	\$29,916,769
Year Two	\$30,662,104
Year Three	\$33,483,754
First-Year Option	\$34,316,114
Second-Year Option	\$35,174,583
Third-Year Option	\$36,053,458
Maximum Contract Sum	\$199,607,052

The Maximum Annual Contract Sum and Maximum Contract Sum are based on an initial Staffing Plan for all affected locations. The Staffing Plan is a "living document," which is subject to change based on the needs of the client departments. The Maximum Annual Contract Sum includes a 10 percent allowance for urgent, unscheduled, and emergency Guard Services for client departments. Hourly rates for Guard Services are firm and fixed for the term of the Contract.

The Department has included the cost, offset by revenue, for Guard Services in the Department's current Fiscal Year (FY) 2015-16 operating budget. The Department will continue to allocate the necessary funds throughout the duration of the Contract.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Securitas is currently providing Guard Services to the Department in the North Zone under four separate Agreements. Agreement Numbers 76290 (SPA Four– Health), 76294 (SPA One and Two–Health), 76435 (SPA One and Two–Facilities) and 76437 (SPA Four– Facilities). Agreement Numbers 76290 and 76294 were approved by the Board on July 27, 2007, for a term of three years, plus two one-year option periods. Agreement Numbers 76435 and 76437 were approved by the Board on January 8, 2008, for a term of three years, plus two one-year option periods. Prior to the expiration of the Agreements, the Department requested and received from the Board, four subsequent extensions through January 31, 2016. The extensions were granted in order to allow the Department to complete the solicitation process with AlliedBarton.

The negotiated Contract provides that the County has no obligation to pay for expenditures incurred by AlliedBarton beyond the negotiated Contract pricing.

Further, AlliedBarton will not be asked to perform Guard Services, which exceed the scope of work or Contract term, except pursuant to a fully-executed and authorized Change Notice or Amendment.

AlliedBarton has been notified of, and is in compliance with, all Board and CEO requirements, including Jury Service, the Safely Surrendered Baby Law, and Defaulted Property Tax Reduction Programs.

The Department has evaluated and determined that AlliedBarton fully complies with the requirements of the Living Wage Program (County Code Chapter 2.201) and agrees to pay its full-time employees providing Guard Services a living wage.

The County's Auditor-Controller has reviewed the cost comparison and concurs that the Contract is cost effective.

The attached Contract has been approved as to form by County Counsel.

The CEO's Risk Management Branch has reviewed and concurs with the provisions relating to insurance and indemnification.

## **CONTRACTING PROCESS**

On August 28, 2013, the Department released Request for Proposals (RFP) 456-SH, to solicit Security Guards, which was publicized in the Antelope Valley Press, Daily News, LA Times, La Opinion, Los Angeles Bulletin, and the Torrance Daily Breeze. The solicitation was posted on both the County's and Department's websites. A mandatory proposers' conference was held on October 16, 2013, at which ten vendors were in attendance. The Internal Services Department (ISD), Living Wage Unit gave a presentation on the Living Wage Ordinance during the conference.

On March 7, 2014, the solicitation process closed, and the Department received two proposals for the North Zone. An Evaluation Committee was assembled to review and score both proposals. Upon completion of the evaluation, through an informed averaging process, and after a review from the State Department of Industrial Relations, Division of Labor Standards Enforcement, and the ISD on labor violations, it was determined that AlliedBarton's proposal received the highest ranked score for the North Zone. AlliedBarton was the selected vendor for this Contract.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of this action will allow the Department to continue providing uninterrupted Guard Services for client departments, increasing the efficiency and effectiveness of services provided to residents of the County's North Zone SPA One, Two, and Four.

**CONCLUSION**

Upon Board approval, please return two adopted copies of this Board letter and two original executed copies of the Contract to the Department's Contracts Unit.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim McDonnell". The signature is stylized with a large, looping initial "J" and "M".

JIM McDONNELL

Sheriff

JM:DO:do

Enclosures



**CONTRACT**

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**AND**

**ALLIEDBARTON SECURITY SERVICES, LP**

**FOR**

**ARMED AND UNARMED SECURITY GUARD SERVICES**

**NORTH ZONE**

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**CONTRACT PROVISIONS  
TABLE OF CONTENTS**

<b>PARAGRAPH</b>	<b>TITLE</b>	<b>PAGE</b>
<b>RECITALS</b>		<b>1</b>
<b>1.0</b>	<b>APPLICABLE DOCUMENTS</b>	<b>2</b>
<b>2.0</b>	<b>DEFINITIONS</b>	<b>3</b>
<b>3.0</b>	<b>WORK</b>	<b>7</b>
<b>4.0</b>	<b>TERM OF CONTRACT</b>	<b>7</b>
<b>5.0</b>	<b>CONTRACT SUM</b>	<b>8</b>
<b>6.0</b>	<b>ADMINISTRATION OF CONTRACT- COUNTY</b>	<b>12</b>
6.1	County's Project Director	12
6.2	County's Project Manager	12
<b>7.0</b>	<b>ADMINISTRATION OF CONTRACT - CONTRACTOR</b>	<b>13</b>
7.1	Contractor's Project Manager	13
7.2	Approval of Contractor's Staff	13
7.3	Contractor's Staff Identification	13
7.4	Background and Security Investigations	13
7.5	Confidentiality	14
<b>8.0</b>	<b>STANDARD TERMS AND CONDITIONS</b>	<b>17</b>
8.1	Amendments and Change Notices	17
8.2	Assignment and Delegation	18
8.3	Authorization Warranty	19
8.4	Budget Reductions	19
8.5	Complaints	20
8.6	Compliance with Applicable Law	21
8.7	Compliance with Civil Rights Laws	21
8.8	Compliance with the County's Jury Service Program	22
8.9	Conflict of Interest	23
8.10	Consideration of Hiring County Employees Targeted for Layoff or Re-Employment List	24
8.11	Consideration of Hiring Gain-Grow Participants	24
8.12	Contractor Responsibility and Debarment	25

**CONTRACT PROVISIONS  
TABLE OF CONTENTS**

8.13	Contractor's Acknowledgement of County's Commitment to Safely Surrendered Baby Law .....	27
8.14	Contractor's Warranty of Adherence to County's Child Support Compliance Program .....	27
8.15	County's Quality Assurance Plan.....	28
8.16	Damage to County Facilities, Buildings or Grounds.....	28
8.17	Employment Eligibility Verification .....	29
8.18	Facsimile Representations.....	29
8.19	Fair Labor Standards .....	29
8.20	Force Majeure.....	30
8.21	Governing Law, Jurisdiction, and Venue.....	30
8.22	Independent Contractor Status .....	31
8.23	Indemnification.....	31
8.24	General Provisions for all Insurance Coverage.....	32
8.25	Insurance Coverage .....	36
8.26	Liquidated Damages .....	38
8.27	Most Favored Public Entity .....	40
8.28	Nondiscrimination and Affirmative Action.....	40
8.29	Non Exclusivity .....	41
8.30	Notice of Delays.....	41
8.31	Notice of Disputes.....	41
8.32	Notice Employees Regarding the Federal Earned Income Credit.....	42
8.33	Notice to Employees Regarding the Safely Surrendered Baby Law .....	42
8.34	Notices.....	42
8.35	Prohibition Against Inducement or Persuasion .....	42
8.36	Public Records Act .....	43
8.37	Publicity .....	43
8.38	Record Retention and Inspection-Audit Settlement .....	44
8.39	Recycled Bond Paper .....	46
8.40	Subcontracting .....	46
8.41	Termination for Breach of Warranty to Maintain Compliance with the County's Child Support Compliance Program.....	46
8.42	Termination for Convenience .....	47

**CONTRACT PROVISIONS  
TABLE OF CONTENTS**

8.43	Termination for Default .....	47
8.44	Termination for Improper Consideration .....	49
8.45	Termination for Insolvency.....	49
8.46	Termination for Non-Adherence of County Lobbyist Ordinance.....	50
8.47	Termination for Non-Appropriation of Funds.....	50
8.48	Validity .....	50
8.49	Waiver.....	51
8.50	Warranty Against Contingent Fees .....	51
8.51	Warranty of Compliance with County's Defaulted Property Tax Reduction Program .....	51
8.52	Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program .....	51
8.53	Time off for Voting .....	52
<b>9.0</b>	<b>UNIQUE TERMS AND CONDITIONS.....</b>	<b>52</b>
9.1	Compliance with the County's Living Wage Program .....	52
9.2	Patent, Copyright and Trade Secret Indemnification .....	60
<b>SIGNATURES .....</b>		<b>62</b>



## **CONTRACT PROVISIONS TABLE OF CONTENTS**

### **STANDARD EXHIBITS**

- A STATEMENT OF WORK
  - ATTACHMENT 1 – LOCATION/ADDRESS
  - ATTACHMENT 2 – MINIMUM STAFFING PLAN BY SPA
  - ATTACHMENT 3 – TRAINING OUTLINE
  - ATTACHMENT 4 – STATEMENT ON WORKPLACE EQUALITY AND  
ACKNOWLEDGEMENT OF RECEIPT
  - ATTACHMENT 5 - PERFORMANCE REQUIREMENT SUMMARY CHART (PRS)
  - ATTACHMENT 6 - CONTRACT DISCREPANCY REPORT (CDR)
  - ATTACHMENT 7 - LIVING WAGE CONTRACTOR STAFFING PLAN BY  
LOCATION
- B PRICING SCHEDULE
- C (INTENTIONALLY OMITTED)
- D CONTRACTOR’S EEO CERTIFICATION
- E COUNTY’S ADMINISTRATION
- F CONTRACTOR’S ADMINISTRATION
- G FORM(S) REQUIRED AT THE TIME OF CONTRACT EXECUTION
- H JURY SERVICE ORDINANCE
- I SAFELY SURRENDERED BABY LAW

### **UNIQUE EXHIBITS**

#### **PROP A - LIVING WAGE PROGRAM EXHIBITS**

- J LIVING WAGE ORDINANCE
- K MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS
- L PAYROLL STATEMENT OF COMPLIANCE

**CONTRACT BETWEEN  
COUNTY OF LOS ANGELES  
AND  
ALLIEDBARTON SECURITY SERVICES, LP  
FOR  
ARMED AND UNARMED SECURITY GUARD SERVICES  
NORTH ZONE**

This Contract ("Contract") made and entered into this 5<sup>th</sup> day of January, 2016, by and between the County of Los Angeles, hereinafter referred to as County and AlliedBarton Security Services, LP, a limited partnership organized under the laws of Delaware, located at 3701 Wilshire Boulevard, Suite 650, Los Angeles, CA 90010 ("Contractor"), to provide Armed and Unarmed Security Guard Services for the Los Angeles County Sheriff's Department ("Department").

**RECITALS**

WHEREAS, the County may contract with private businesses for Armed and Unarmed Security Guard Services for the Department's County Services Bureau when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Armed and Unarmed Security Guard Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract for Armed and Unarmed Security Guard Services; and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Codes Section 2.121.250; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

## **1.0 APPLICABLE DOCUMENTS**

Exhibits A, B, C (Intentionally omitted), D, E, F, G, H, I, J, K, and L are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the terms and conditions of the Contract and then to the Exhibits according to the following priority.

### **Standard Exhibits:**

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Pricing Schedule
- 1.3 EXHIBIT C - (Intentionally omitted)
- 1.4 EXHIBIT D - Contractor's EEO Certification
- 1.5 EXHIBIT E - County's Administration
- 1.6 EXHIBIT F - Contractor's Administration
- 1.7 EXHIBIT G - Forms Required at the Time of Contract Execution
- 1.8 EXHIBIT H - Jury Service Ordinance
- 1.9 EXHIBIT I - Safely Surrendered Baby Law

### **Unique Exhibits:**

#### **Prop A - Living Wage Program**

- 1.10 EXHIBIT J - Living Wage Ordinance
- 1.11 EXHIBIT K - Monthly Certification for Applicable Health Benefit Payments
- 1.12 EXHIBIT L - Payroll Statement of Compliance

This Contract constitutes the complete and exclusive statement of understanding between the parties, and supersedes all previous contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to sub-paragraph 8.1 - Amendments and Change Notices and signed by both parties.

## 2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 **Administrative File:** An administrative file as described in subparagraph 6.3.3, Administrative File, of Exhibit A - Statement of Work of this Contract.
- 2.2 **Bilingual:** The ability to speak and understand English and another language.
- 2.3 **Business Day:** Monday through Friday, excluding County observed holidays.
- 2.4 **Contract:** This agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, services and other work including the Statement of Work, Exhibit A.
- 2.5 **Contractor:** The sole proprietor, partnership, or corporation that has entered into this Contract with County.
- 2.6 **Contractor Project Manager:** The individual designated by the Contractor to administer the Contract operations after the Contract award.
- 2.7 **County Project Director:** The person designated by County with authority for County on contractual or administrative matters relating to this Contract that cannot be resolved by the County's Project Manager.
- 2.8 **County Project Manager:** The person designated by County's Project Director to manage the operations under this Contract.
- 2.9 **County Services Bureau Contract Monitors:** The persons designated by County with responsibility to oversee the day-to-day activities of this Contract, and responsible for inspections of any and all tasks, deliverables, goods, services, and other work provided by Contractor.
- 2.10 **County Services Bureau Watch Commander:** The person designated by County with responsibility to manage the operations of each shift for the Department's County Services Bureau and is

available twenty-four (24) hours a day, three hundred sixty-five (365) days a year.

- 2.11 **Day(s):** Calendar day(s) unless otherwise specified.
- 2.12 **Department:** The Los Angeles County Sheriff's Department.
- 2.13 **Electronic Post Confirmation System:** The automated check-in system which verifies Posts are staffed and alerts a Contractor dispatcher when a Security Guard or Security Guard Supervisor has not reported for duty. Data from the system is then used to create Contractor's invoice for services.
- 2.14 **Facility Administrator:** The person designated by County with the responsibility to oversee the day-to-day operations of a Location.
- 2.15 **Fiscal Year:** The twelve (12) month period beginning July 1<sup>st</sup> and ending the following June 30<sup>th</sup>.
- 2.16 **General Post Order:** Proprietary documents written by the County that clearly outline duties, responsibilities, and expectations of all Security Guards and Security Guard Supervisors as set forth in subparagraph 5.1.5.1 - Post Orders of Exhibit A - Statement of Work.
- 2.17 **Living Wage Compliance Forms:** The County forms that are submitted by Contractor on a monthly basis to comply with Living Wage Ordinance reporting requirements. The three Living Wage Compliance Forms are: 1) Exhibit K - Monthly Certification for Applicable Health Benefit Payments, 2) Exhibit L - Payroll Statement of Compliance, and 3) Attachment 7 - Living Wage Contractor Staffing Plan by Location of Exhibit A - Statement of Work.
- 2.18 **Location:** A County work site/service location such as hospital, facility, or clinic where security personnel perform Security Guard-related duties at a Post.
- 2.19 **Maximum Annual Contract Sum:** The total monetary amount that would be payable by County to Contractor in any Contract year for providing the required services under this Contract, as specifically set forth on Exhibit B - Pricing Schedule.
- 2.20 **Maximum Contract Sum:** The total monetary amount that would be payable by County to Contractor for providing the required services under this Contract for the entire term of this Contract, including all extension options, as specifically set forth on Exhibit B - Pricing Schedule.

- 2.21 **Monthly Inspection Report** or **MIR**: A Contractor form used to document services provided, problems identified, and corrective actions taken by Contractor.
- 2.22 **Open Post**: Any Post left unmanned for any period of time, including breaks and meal periods.
- 2.23 **Post**: A Security Guard assignment within a Location.
- 2.24 **Post Commander** or **PC**: A person designated by Contractor who is a Security Guard Supervisor with administrative responsibilities and dedicated to a particular Location, as set forth in Attachment 2 - Minimum Staffing Plan by SPA of Exhibit A - Statement of Work.
- 2.25 **Post Orders**: Proprietary documents created, issued, and maintained by the Department, which include General Post Orders and Site-Specific Post Orders, as set forth in sub-paragraph 5.1.5.1 – Post Orders of Exhibit A – Statement of Work.
- 2.26 **Program Manager**: The person designated by Contractor that is an employee of the Contractor and that is assigned to perform administrative duties for Contractor, such as time-keeping, payroll support, and Department and County Facility Administrator interface, at a dedicated Location, as set forth in Attachment 2 - Minimum Staffing Plan by SPA of Exhibit A - Statement of Work.
- 2.27 **Program Supervisor**: The person designated by Contractor that is an employee of the Contractor and that is assigned to perform administrative duties for Contractor, such as time-keeping, payroll support, and Department and County Facility Administrator interface, with hours distributed to a particular Location and its satellite Locations, as set forth in Attachment 2 - Minimum Staffing Plan by SPA of Exhibit A - Statement of Work.
- 2.28 **Security Guard**: A person designated by Contractor that is an employee of the Contractor and that is assigned to perform armed or unarmed security guard duties as set forth in sub-paragraph 7.3 - Security Guard Duties, Restrictions, and Obligations of Exhibit A - Statement of Work and elsewhere.
- 2.29 **Security Guard Daily Activity Report** or **DAR**: A Contractor form used by Security Guards to log events throughout the day at their assigned Location.
- 2.30 **Security Guard Sign In/Out Sheet**: A Contractor form used by Security Guards to sign in and out of their County assignment on a daily basis.

- 2.31 **Security Guard Supervisor:** A person designated by Contractor that is an employee of Contractor and that is assigned to perform supervisory duties as set forth in sub-paragraph 7.4 - Security Guard Supervisor Duties of Exhibit A - Statement of Work and elsewhere. Security Guard Supervisor includes Post Commander and Watch Supervisor.
- 2.32 **Security Guard Supervisor Daily Activity Report or Supervisor DAR:** A Contractor form used by Security Guard Supervisors to log events throughout the day at their assigned Location(s).
- 2.33 **Security Guard Supervisor Sign In/Out Sheet:** A Contractor form used by Security Guard Supervisors to sign in and out of their County assignment on a daily basis.
- 2.34 **Security Incident Report or SIR:** A County form used by Contractor to report significant security incidents.
- 2.35 **Service Planning Area or SPA:** The geographic division of service areas within Los Angeles County.
- 2.36 **Sheriff:** The elected official who is the Sheriff of the County of Los Angeles.
- 2.37 **Site-Specific Post Orders:** Documents written by the County that clearly outline duties, responsibilities, and expectations of Security Guards and Security Guard Supervisors, specific to either a Location, or a particular assignment as set forth in sub-paragraph 5.1.5.1 - Post Orders of Exhibit A - Statement of Work.
- 2.38 **Training Compliance Report:** A Contractor form developed as specified in sub-paragraph 8.9.1 - Training Tracker, Training Compliance Report, and Notification of Required County Training of Exhibit A - Statement of Work to document all required training requirements and status.
- 2.39 **Training File:** A Contractor file developed as specified in sub-paragraph 8.9.3 – Security Guard and Security Guard Supervisor Training File of Exhibit A – Statement of Work, which contains copies of: completed Contractor background investigation records; records of training received from Contractor or County with dated certificates of completion; current cards, licenses, and certifications; a brief biological sketch of the employee; and any additional information as required by County.
- 2.40 **Watch Supervisor or WS:** A person designated by Contractor who is a Security Guard Supervisor with operational responsibilities for

each shift at a particular Location, as set forth in Attachment 2 - Minimum Staffing Plan by SPA of Exhibit A - Statement of Work.

- 2.41 **Zone:** Department's County Services Bureau's three (3) operational areas of service. It consists of North, South, and Central Zones.

### **3.0 WORK**

- 3.1 Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.
- 3.3 Contractor shall establish and maintain sufficient accounting, internal control, financial reporting, and administrative capacity to effectively administer the services required by this Contract.

### **4.0 TERM OF CONTRACT**

- 4.1 The term of this Contract shall be three (3) years commencing upon execution by County's Board of Supervisors, unless sooner terminated or extended, in whole or in part, as provided in this Contract.
- 4.2 The County shall have the sole option to extend the term of this Contract for up to three (3) additional one-year periods for a maximum total Contract term of six (6) years. Each such extension option may be exercised at the sole discretion of the Sheriff, as authorized by the County Board of Supervisors.
- 4.3 The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise an extension option.
- 4.4 The Contractor shall notify the Department when this Contract is within six (6) months of the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the County Project Director at the address herein provided in Exhibit E - County's Administration.



## 5.0 CONTRACT SUM

- 5.1 The prices and fees for this Contract payable by County to Contractor for performing all tasks, deliverables, goods, services and any other Work required under this Contract shall be as set forth on Exhibit B - Pricing Schedule. Such prices and fees shall be firm and fixed for the term of this Contract.

- 5.1.1 The Maximum Annual Contract Sum, which includes a ten percent (10%) allowance for urgent, unscheduled and emergency services for client departments, shall be as follows:

<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>
\$29,916,769	\$30,662,104	\$33,483,754
<u>First Option</u>	<u>Second Option</u>	<u>Third Option</u>
\$34,316,114	\$35,174,853	\$36,053,458

- 5.1.2 The Maximum Contract Sum shall be \$199,607,052.

- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any person or entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall not occur except with the County's express prior written approval.

- 5.3 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the Maximum Contract Sum under this Contract. Upon occurrence of this event, the Contractor shall send written notification to the County Project Director at the address herein provided in Exhibit E - County's Administration.

- 5.4 **No Payment for Services Provided Following Expiration-Termination of Contract**

The Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other

termination of this Contract. Should the Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration-termination of this Contract shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

## **5.5 Invoices and Payments**

- 5.5.1 The Contractor shall invoice the County electronically, using a mutually agreed upon format and/or software program, and with hard copy of invoice and supporting documentation, only for providing the tasks, deliverables, goods, services, and other Work specified in Exhibit A - Statement of Work and elsewhere hereunder. The Contractor shall prepare invoices which shall include the charges owed to Contractor by County under the terms of this Contract. The Contractor's payments shall be as provided in Exhibit B – Pricing Schedule, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing, no payment shall be due to Contractor for that work.
- 5.5.2 The Contractor's invoices shall be priced in accordance with Exhibit B – Pricing Schedule.
- 5.5.3 The Contractor's invoices shall contain the information set forth in Exhibit A – Statement of Work describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed. Contractor invoice(s) and supporting documentation shall contain the below listed information:
  - 1. Contractor name and address
  - 2. Contract number
  - 3. Invoice number and date
  - 4. Start and end dates of billing cycle
  - 5. Location name and address
  - 6. Payment terms
  - 7. Unit price extended and totaled
  - 8. Quantity/Hours delivered by Location and date

9. Employee hours, beginning and end
10. Employee name and identification

5.5.4 The Contractor shall submit monthly invoices by the tenth (10<sup>th</sup>) calendar day of the month following the month in which services were provided.

**Prop A - Living Wage Program:**

No invoice will be approved for payment unless the following Exhibits to this Contract are completed and included with the monthly invoice:

- **Exhibit K - Monthly Certification for Applicable Health Benefit Payments** (if applicable)
- **Exhibit L - Payroll Statement of Compliance**
- **Attachment 7 to Exhibit A - Statement of Work – Living Wage Contractor Staffing Plan by Location**

5.5.5 Contractor shall submit one (1) electronic copy and one (1) original hard copy invoice with hard copy of any and all support documentation. Contractor shall submit the original invoice and support documentation to the following address:

Los Angeles County Sheriff's Department  
County Services Bureau - Hall of Records  
320 West Temple Street, B 75  
Los Angeles, California 90012  
Attention: County Project Manager  
Email: [csbcontractmonitoring@lasd.org](mailto:csbcontractmonitoring@lasd.org)

5.5.6 **County Approval of Invoices**

All invoices submitted by Contractor for payment must have the written approval of County's Project Manager, or designee, as evidenced by County's Project Manager (or designee's) countersignature, prior to any payment thereof. In no event shall County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.5.7 **Payment for Court Appearances and/or County Investigations**

1. Security Guards and Security Guard Supervisors may be required to appear in court or make statements to investigators regarding job-related incidents. In the event that the Security Guard or Security Guard Supervisor is called upon as a witness for a job-related incident, County will reimburse Contractor (as set forth in this sub-paragraph 5.5.7 and Paragraph 5.3 - Court Appearances and/or County Investigations of Exhibit A - Statement of Work) for court appearances or investigation interviews, based on review and approval by County Project Manager.
2. County will pay up to eight (8) hours per day of straight time for each summoned Security Guard or Security Guard Supervisor when a court appearance or investigation interview is required. If the court appearance or investigation interview occurs during Security Guard or Security Guard Supervisor's normal work shift, Contractor shall provide back-up coverage which will be reimbursed at straight time.
3. Contractor shall list court appearances and/or investigation interviews as a separate line item on Contractor's invoice, and must attach supporting documentation, such as a copy of the police report, Security Incident Report (as specified in Paragraph 5.3 – Court Appearances and/or County Investigations and Section 8.0 - Reporting Requirements of Exhibit A - Statement of Work), subpoena, and/or written request for appearance. County Project Manager shall have the discretion to approve or deny invoice payment request based upon the documentation presented.

5.5.8 Contractor may request a copy of County's monthly invoice reconciliation report. County's monthly invoice reconciliation report outlines changes/deductions to the Contractor's invoice. Contractor's negotiation of a County-issued check for payment evidences Contractor's agreement with County's changes/deductions to Contractor's invoice.

5.5.9 No Out-of-Pocket Expenses. Contractor acknowledges that out-of-pocket expenses, including travel, meal, and lodging expenses, are not reimbursable by County. Accordingly,

Contractor's invoices shall not include out-of-pocket expenses.

5.5.10 Contractor Responsibility. Contractor is responsible for the accuracy of invoices submitted to County. Further, it is the responsibility of Contractor to reconcile or otherwise correct inaccuracies or inconsistencies in the invoices submitted by Contractor.

5.5.11 County's Right to Withhold. In addition to any rights of County provided in this Contract, or at law or in equity, County may, upon notice to Contractor, withhold payment for any Work while Contractor is in default hereunder, or at any time that Contractor has not provided County approved Work.

## **6.0 ADMINISTRATION OF CONTRACT – COUNTY**

### **COUNTY ADMINISTRATION**

A listing of all County Administration referenced in the following subparagraphs are designated in Exhibit E - County's Administration. The County will notify the Contractor in writing of any change in the names or addresses shown.

#### **6.1 County's Project Director**

The role of the County's Project Director may include:

- coordinating with Contractor and ensuring the Contractor's performance of the Contract and that the objectives of the Contract are met; however, in no event shall Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby; and
- upon request of the Contractor, providing direction to the Contractor, as appropriate in areas relating to County policy, information requirements, and procedural requirements; however, in no event, shall Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

#### **6.2 County's Project Manager**

The role of the County's Project Manager is authorized to include:

- meeting with the Contractor's Project Manager on a regular basis; and

- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor; however, in no event shall Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

The County's Project Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate County in any respect whatsoever.

## **7.0 ADMINISTRATION OF CONTRACT – CONTRACTOR**

A listing of all of Contractor's Administration referenced in the following sub-paragraphs are designated in Exhibit F - Contractor's Administration. The Contractor will notify the County in writing of any change in the names or addresses shown.

### **7.1 Contractor's Project Manager**

7.1.1 The Contractor's Project Manager is designated in Exhibit F - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

7.1.2 The Contractor's Project Manager shall be responsible for the Contractor's day-to-day activities as related to this Contract and shall meet and coordinate with County's Project Manager on a regular basis.

### **7.2 Approval of Contractor's Staff**

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

### **7.3 Contractor's Staff Identification**

Contractor shall provide, at Contractor's expense, all staff providing services under this Contract with a photo identification badge as described in sub-paragraphs 6.4.1.4(m) and 6.4.1.6 of Exhibit A – Statement of Work.

### **7.4 Background and Security Investigations**

7.4.1 Each of Contractor's staff performing services under this Contract who is in an armed and/or unarmed Security Guard, Security Guard Supervisor, Contractor Program Manager,

Program Supervisor, or Project Manager position, shall be required to undergo and pass a background investigation, to the satisfaction of County as a condition of beginning and continuing to provide services under this Contract, or as a condition for promotion to a supervisory position under this Contract. All background clearances will be determined by the Department and will be updated on a regular basis. Subsequent investigation or information obtained by the Department may cause a background clearance to be revoked. Such background investigation must include, but shall not be limited to, information obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information and as further described in sub-paragraph 6.3.2 - Background Investigations of Exhibit A - Statement of Work. The fees associated with the background investigation may, at the sole discretion of the Department, be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation.

- 7.4.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.
- 7.4.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.
- 7.4.4 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.4 - Background and Security Investigations shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

## **7.5 Confidentiality**

- 7.5.1 Contractor shall maintain the confidentiality of all records and information in accordance with all applicable Federal, State

and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.

- 7.5.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Paragraph 7.5, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 7.5 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.
- 7.5.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.
- 7.5.4 Contractor shall cause each employee performing services covered by this Contract to sign and adhere to the provisions of the "Contractor Employee Acknowledgment and Confidentiality Agreement", Exhibit G2.
- 7.5.5 Contractor shall cause each non-employee performing services covered by this Contract to sign and adhere to the provisions of the "Contractor Non-Employee Acknowledgment and Confidentiality Agreement", Exhibit G3.
- 7.5.6 With respect to any confidential information obtained by Contractor pursuant to the Contract, Contractor shall: (a) not use any such records or information for any purpose



whatsoever other than carrying out the express terms of the Contract; (b) promptly transmit to County all requests for disclosure of any such records or information; (c) not disclose, except as otherwise specifically permitted by the Contract, any such records or information to any person or organization other than County without County's prior written authorization that the records are, or information is, releasable; and (d) at the expiration or termination of the Contract, return all such records and information to County or maintain such records and information according to the written procedures sent to Contractor by County for this purpose.

7.5.7 Without limiting the generality of Paragraph 7.5 of this Contract, in the event Contractor receives any court or administrative agency order, service of process, or request by any person or entity for disclosure of any such details, Contractor shall immediately notify the County Project Director. Thereafter, Contractor shall comply with such order, process, or request only to the extent required by applicable law. Notwithstanding the preceding sentence, to the extent permitted by law, Contractor shall delay such compliance and cooperate with County to obtain relief from such obligations to disclose until County shall have been given a reasonable opportunity to obtain such relief.

7.5.8 Any and all confidential or proprietary information which is developed or was originally acquired by Contractor outside the scope of this Contract, which Contractor desires to use hereunder, and which Contractor considers to be proprietary or confidential, must be specifically identified by Contractor to the County Project Director as proprietary or confidential, and shall be plainly and prominently marked by Contractor as "proprietary" or "confidential." County shall undertake reasonably to maintain the confidentiality of materials marked by Contractor as "proprietary" or "confidential." Notwithstanding any other provision of this Contract, County shall not be obligated in any way under this Contract for:

1. Any of Contractor's proprietary and/or confidential materials not plainly and prominently marked with restrictive legends;
2. Any disclosure of any materials which County is required to make under the California Public Records Act or otherwise by law; and

3. Any materials indicating the volume, frequency and type of goods and services provided by Contractor, including, but not limited to use under Section 24.0 (Re-solicitation of Bids, Proposals, or Information).
- 7.5.9 Contractor acknowledges that a breach by Contractor of this Paragraph 7.5 - Confidentiality may result in irreparable injury to County that may not be adequately compensated by monetary damages and that, in addition to County's other rights under the Contract and at law and in equity, County shall have the right to injunctive relief to enforce the provisions of this sub-paragraph 7.5 - Confidentiality.

## **8.0 STANDARD TERMS AND CONDITIONS**

### **8.1 Amendments and Change Notices**

- 8.1.1 Change Notice executed by County Project Director and Contractor Project Manager. For any change which does not materially affect the scope of work, term, contract sum, payments or any other term or condition included under this Contract, a Change Notice shall be prepared by the Department's Contracts Unit and executed by County Project Director and Contractor Project Manager.
- 8.1.2 Change Notice executed by County Project Director and Contractor Project Manager. Notwithstanding Sub-paragraph 8.1.1 above or Sub-paragraph 8.1.3 below, for (1) any temporary decrease in services, or (2) any temporary increase in services that does not exceed the Maximum Annual Contract Sum, a Change Notice shall be prepared by the Department's County Services Bureau and executed by County Project Director and Contractor Project Manager.
- 8.1.3 Amendments executed by Board and Contractor. For any change that materially affects the scope of work, term, contract sum, payments, or any other term or condition included in this Contract, an Amendment to this Contract shall be prepared by the Department's Contracts Unit and executed by the County Board of Supervisors and Contractor.
- 8.1.4 Amendments executed by Sheriff and Contractor. Notwithstanding Sub-paragraph 8.1.1 – 8.1.3 above, for (1) any option term extension of the Contract, (2) any modification pursuant to sub-paragraph 8.2 – Assignment and Delegation, (3) the addition and/or change of certain terms and conditions in the Contract as required from time to time by the Board or

by the County's Chief Executive Officer or designee during the term of this Contract, (4) any permanent decrease in services that decreases services by more than ten percent (10%) of the Maximum Annual Contract Sum, (5) any increase in services that increases the Maximum Annual Contract Sum, or (6) any increase in services that increases the Maximum Contract Sum by not more than ten percent (10%) for the term of the Contract, an Amendment to the Contract shall be prepared by the Department's Contracts Unit and executed by Sheriff and Contractor.

- 8.1.5 Amendments executed by County Project Director and Contractor. Notwithstanding any other provision herein, for (1) any permanent decrease in services, which shall be reflected on a revised Attachment 2 - Minimum Staffing Plan by SPA of Exhibit A - Statement of Work that does not decrease services by more than ten percent (10%) of the Maximum Annual Contract Sum, and (2) any permanent increase in services, which shall be reflected on a revised Attachment 2 - Minimum Staffing Plan by SPA of Exhibit A - Statement of Work that does not exceed the Maximum Annual Contract Sum, an Amendment shall be prepared by the Department's County Services Bureau and executed by County Project Director and Contractor.

## **8.2 Assignment and Delegation**

- 8.2.1 Contractor shall not assign its rights or delegate its duties under the Contract, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this subparagraph 8.2.1, County consent shall require a written amendment to the Contract, which is formally approved and executed by the parties, and which may be executed by the Sheriff, on behalf of the County with the written concurrence of County Counsel. Any payments by County to any approved delegate or assignee on any claim under this Contract shall be deductible, at County's discretion, against claims which Contractor may have against County.
- 8.2.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority

control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.

- 8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

### **8.3 Authorization Warranty**

Contractor and the person executing the Contract on behalf of Contractor hereby represent and warrant that the person executing the Contract for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of the Contract and that all requirements of Contractor have been fulfilled to provide such actual authority.

### **8.4 Budget Reductions**

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract.

## **8.5 Complaints**

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints by Security Guards, Security Guard Supervisor, members of the public and/or County personnel.

- 8.5.1 Within ten (10) Business Days prior to providing services under the Contract, Contractor shall provide County with Contractor's policy for receiving, investigating, and responding to complaints.
- 8.5.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 8.5.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within five (5) Business Days for County approval.
- 8.5.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.
- 8.5.5 The Contractor shall maintain a complaint log of all complaints received from Security Guards and Security Guard Supervisors, members of the public, and/or County personnel.
- 8.5.6 The complaint log shall contain the date of receipt of the complaint, name of the complainant, nature of the complaint, time and action taken, or reason for inaction. An updated copy of the complaint log shall be made available to County Project Manager upon request.
- 8.5.7 Complaints relating to employee appearance, attitude, or work performance shall be recorded in the complaint log pursuant to 8.5.6 above, and an immediate notification shall be made to County Project Manager.
- 8.5.8 The Contractor shall preliminarily investigate all complaints and notify the County's Project Manager, either verbally or in writing, of the status of the investigation within three (3) Business Days of receiving the complaint.
- 8.5.9 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.

## **8.6 Compliance with Applicable Law**

- 8.6.1 In the performance of this Contract, Contractor shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
- 8.6.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Sub-paragraph 8.6 - Compliance with Applicable Law shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

## **8.7 Compliance with Civil Rights Laws**

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The

Contractor shall comply with Exhibit D - Contractor's EEO Certification.

## **8.8 Compliance with the County's Jury Service Program**

### **8.8.1 Jury Service Program:**

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H - Jury Service Ordinance and incorporated by reference into and made a part of this Contract.

### **8.8.2 Written Employee Jury Service Policy.**

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing

short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any Subcontractor to perform services for the County under the Contract, the Subcontractor shall also be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
4. Contractor's violation of this sub-paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

## **8.9 Conflict of Interest**

- 8.9.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the



Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

- 8.9.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this sub-paragraph shall be a material breach of this Contract.

#### **8.10 Consideration of Hiring County Employees Targeted for Layoff or Re-Employment List**

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

#### **8.11 Consideration of Hiring Gain-Grow Participants**

- 8.11.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN-GROW participants by job category to the Contractor. Contractors shall report all job openings with job requirements to: [GAINGROW@dpss.lacounty.gov](mailto:GAINGROW@dpss.lacounty.gov) to obtain a list of qualified GAIN-GROW job candidates.

- 8.11.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

## **8.12 Contractor Responsibility and Debarment**

### **8.12.1 Responsible Contractor**

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

### **8.12.2 Chapter 2.202 of the County Code**

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

### **8.12.3 Non-responsible Contractor**

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

#### **8.12.4 Contractor Hearing Board**

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.

5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

#### **8.13 Contractor's Acknowledgement of County's Commitment to Safely Surrendered Baby Law**

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at [www.babysafela.org](http://www.babysafela.org).

#### **8.14 Contractor's Warranty of Adherence to County's Child Support Compliance Program**

- 8.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contracts are in

compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

- 8.14.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

#### **8.15 County's Quality Assurance Plan**

The County or its agent will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors.

The report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

#### **8.16 Damage to County Facilities, Buildings or Grounds**

- 8.16.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.
- 8.16.2 If the Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County,

as determined by County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

#### **8.17 Employment Eligibility Verification**

8.17.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

8.17.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

#### **8.18 Facsimile Representations**

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to sub-paragraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

#### **8.19 Fair Labor Standards**

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from

any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for Work performed by the Contractor's employees for which the County may be found jointly or solely liable.

## **8.20 Force Majeure**

- 8.20.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this sub-paragraph as "force majeure events").
- 8.20.2 Notwithstanding the foregoing, a default by a subcontractor of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this sub-paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.
- 8.20.3 In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.)

## **8.21 Governing Law, Jurisdiction, and Venue**

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

## **8.22 Independent Contractor Status**

- 8.22.1 This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.22.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing Work pursuant to this Contract all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.
- 8.22.3 The Contractor understands and agrees that all persons performing Work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any Work performed by or on behalf of the Contractor pursuant to this Contract.
- 8.22.4 The Contractor shall adhere to the provisions stated in subparagraph 7.5 - Confidentiality.

## **8.23 Indemnification**

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

## **8.24 General Provisions for all Insurance Coverage**

Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant



to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 8.24 - General Provisions for All Insurance Coverage and 8.25 - Insurance Coverage of this Contract. If Contractor provides armed security guards, insurance policy shall not contain any exclusion for firearms-related liability. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

#### **8.24.1 Evidence of Coverage and Notice to County**

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to County not less than ten (10) days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other

insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

Los Angeles County Sheriff's Department  
Contract Compliance Unit – 5<sup>th</sup> Floor  
211 W. Temple Street  
Los Angeles, California 90012  
Attention: Contract Compliance Manager

- Contractor also shall promptly (in writing within twenty-four (24) hours of occurrence) report to County any injury or property damage accident or incident; and
- Any injury to a Contractor employee occurring on County property (this report shall be submitted on a County “Non-Employee Injury Report” (County form) to the County’s Project Manager; and
- Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of County property, monies or securities entrusted to Contractor under the terms of this Contract; and
- Contractor also shall promptly (in writing within twenty-four (24) hours of occurrence) notify County of any third party claim or suit filed against Contractor which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

#### **8.24.2 Additional Insured Status and Scope of Coverage**

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor’s General Liability policy with respect to liability arising out of Contractor’s ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor’s acts or omissions, whether such liability is

attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

#### **8.24.3 Cancellation of or Changes in Insurance**

Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) calendar days in advance of cancellation for non-payment of premium and thirty (30) calendar days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

#### **8.24.4 Failure to Maintain Insurance**

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

#### **8.24.5 Insurer Financial Ratings**

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

#### **8.24.6 Contractor's Insurance Shall Be Primary**

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

#### **8.24.7 Waivers of Subrogation**

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

#### **8.24.8 Sub-Contractor Insurance Coverage Requirements**

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

#### **8.24.9 Deductibles and Self-Insured Retentions (SIRs)**

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

#### **8.24.10 Claims Made Coverage**

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

#### **8.24.11 Application of Excess Liability Coverage**

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as the underlying primary policies, to satisfy the Required Insurance provisions.

#### **8.24.12 Separation of Insureds**

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

#### **8.24.13 Alternative Risk Financing Programs**

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

#### **8.24.14 County Review and Approval of Insurance Requirements**

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

### **8.25 Insurance Coverage**

**8.25.1 Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$4 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$2 million

The policy shall also provide coverage for liability for Assault and Battery, as well as Errors and Omissions and Punitive Damages. Alternatively, such Errors and Omissions and Punitive Damages coverage may be provided under the terms of a separate Errors and Omissions (Professional) Liability policy. If Contractor's operations will include use of firearms and/or animals, then firearms and/or animal-related liability, respectively, also shall be covered.

**8.25.2 Automobile Liability** insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

**8.25.3 Workers Compensation and Employers' Liability** insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

In all cases, the above insurance also shall include Employer's Liability coverage with limits of not less than the following:

Each Accident:	\$1 million
Disease – policy limit:	\$1 million
Disease – each employee:	\$1 million

#### **8.25.4 Unique Insurance Coverage**

- **Sexual Misconduct Liability**

Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

- **Crime Coverage**

A Fidelity Bond or Crime Insurance policy with limits of not less than \$100,000 per occurrence. Such coverage shall protect against all loss of money, securities, or other valuable property entrusted by County to Contractor, and apply to all of Contractor's directors, officers, agents and employees who regularly handle or have responsibility for such money, securities or property. The County and its Agents shall be named as an Additional Insured and Loss Payee as its interests may appear. This insurance shall include third party fidelity coverage, include coverage for loss due to theft, mysterious disappearance, and computer fraud/theft, and shall not contain a requirement for an arrest and/or conviction.

#### **8.26 Liquidated Damages**

- 8.26.1 If, in the judgment of the Sheriff, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Sheriff or his designee, at his option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments

to the Contractor from the County, will be forwarded to the Contractor by the Sheriff or his designee in a written notice describing the reasons for said action.

- 8.26.2 If the Sheriff or his designee, determines that there are deficiencies in the performance of this Contract that the Sheriff or his designee deems are correctable by the Contractor over a certain time span, the Sheriff or his designee will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Sheriff or his designee may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the monthly contract sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is One Hundred Dollars (\$100) per day per infraction, or as specified in the Attachment 5 - Performance Requirements Summary (PRS) Chart of Exhibit A - Statement of Work and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days' notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.
- 8.26.3 The action noted in sub-paragraph 8.26.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.
- 8.26.4 This sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or sub-paragraph 8.26.2, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.



## **8.27 Most Favored Public Entity**

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

## **8.28 Nondiscrimination and Affirmative Action**

- 8.28.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.
- 8.28.2 The Contractor shall certify to, and comply with, the provisions of Exhibit D - Contractor's EEO Certification.
- 8.28.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 8.28.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
- 8.28.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded

from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

8.28.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this subparagraph 8.28 when so requested by the County.

8.28.7 If the County finds that any provisions of this sub-paragraph 8.28 have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.

8.28.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

## **8.29 Non Exclusivity**

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Contract shall not restrict County from acquiring similar, equal or like goods and/or services from other entities or sources.

## **8.30 Notice of Delays**

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

### **8.31 Notice of Disputes**

The Contractor shall bring to the attention of the County's Project Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the Sheriff or designee shall resolve it.

### **8.32 Notice to Employees Regarding the Federal Earned Income Credit**

The Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

### **8.33 Notice to Employees Regarding the Safely Surrendered Baby Law**

The Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of this Contract and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

### **8.34 Notices**

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The Sheriff or designee shall have the authority to issue all notices or demands required or permitted by the County under this Contract.

### **8.35 Prohibition Against Inducement or Persuasion**

Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other

party. No bar exists against any hiring action initiated through a public announcement.

### **8.36 Public Records Act**

- 8.36.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to sub-paragraph 8.38 - Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.
- 8.36.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

### **8.37 Publicity**

- 8.37.1 The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:
- The Contractor shall develop all publicity material in a professional manner; and

- During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County's Project Director. The County shall not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this subparagraph 8.37 shall apply.

### **8.38 Record Retention and Inspection-Audit Settlement**

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.38.1 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County

shall make a reasonable effort to maintain the confidentiality of such audit report(s).

- 8.38.2 Failure on the part of the Contractor to comply with any of the provisions of this sub-paragraph 8.38 shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.
- 8.38.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.
- 8.38.4 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this sub-paragraph relative to Contractor's employees who have provided services to the

County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

#### **8.39 Recycled Bond Paper**

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

#### **8.40 Subcontracting**

The requirements of this Contract may not be subcontracted by the Contractor without the advance approval of the County. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

#### **8.41 Termination for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program**

Failure of the Contractor to maintain compliance with the requirements set forth in sub-paragraph 8.14 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the

County may terminate this Contract pursuant to sub-paragraph 8.43 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

#### **8.42 Termination for Convenience**

8.42.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.42.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Contract on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract shall be maintained by the Contractor in accordance with Sub-paragraph 8.38 - Record Retention and Inspection/Audit Settlement.

#### **8.43 Termination for Default**

8.43.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of County's Project Director:

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress



toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

- 8.43.2 In the event that the County terminates this Contract in whole or in part as provided in sub-paragraph 8.43.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this sub-paragraph.
- 8.43.3 Except with respect to defaults of any Subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in sub-paragraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both the Contractor and Subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this sub-paragraph, the term "Subcontractor(s)" means Subcontractor(s) at any tier.
- 8.43.4 If, after the County has given notice of termination under the provisions of this sub-paragraph 8.43, it is determined by the County that the Contractor was not in default under the provisions of this sub-paragraph 8.43, or that the default was excusable under the provisions of sub-paragraph 8.43.3, the

rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to subparagraph 8.42 - Termination for Convenience.

- 8.43.5 The rights and remedies of the County provided in this subparagraph 8.43 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.44 Termination for Improper Consideration**

- 8.44.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.
- 8.44.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.
- 8.44.3 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

#### **8.45 Termination for Insolvency**

- 8.45.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:
- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is

insolvent within the meaning of the Federal Bankruptcy Code;

- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this subparagraph 8.45 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.46 Termination for Non-Adherence of County Lobbyist Ordinance**

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

#### **8.47 Termination for Non-Appropriation of Funds**

Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

#### **8.48 Validity**

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

#### **8.49 Waiver**

No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this subparagraph 8.49 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.50 Warranty Against Contingent Fees**

8.50.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.50.2 For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

#### **8.51 Warranty of Compliance with County's Defaulted Property Tax Reduction Program**

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

#### **8.52 Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program**

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 8.51 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default

under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

### **8.53 Time Off for Voting**

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

## **9.0 UNIQUE TERMS AND CONDITIONS**

### **9.1 Compliance with the County's Living Wage Program**

#### **9.1.1 Living Wage Program**

This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Contract.

#### **9.1.2 Payment of Living Wage Rates**

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to the County, including, without limitation, "Travel Time" as defined below at subsection 5 of this Sub-paragraph 9.1.2 under the Contract:

- a. Not less than \$11.84 per hour if, in addition to the per-hour wage, the Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or
  - b. Not less than \$9.64 per hour if, in addition to the per-hour wage, the Contractor contributes at least \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. The Contractor will be deemed to have contributed \$2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County Department of Health Services Community Health Plan. If, at any time during the Contract, the Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits, the Contractor shall be required to pay its Employees the higher hourly living wage rate.
2. For purposes of this sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.
3. If the Contractor is required to pay a living wage when the Contract commences, the Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.

4. If the Contractor is not required to pay a living wage when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.
5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between the Contractor and the County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

#### **9.1.3 Contractor's Submittal of Certified Monitoring Reports**

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by the Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the Contractor's current health care benefits plan, and the Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit K and Exhibit L), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

#### **9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims**

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

#### **9.1.5 County Auditing of Contractor Records**

Upon a minimum of twenty-four (24) hours' written notice,



the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

#### **9.1.6 Notifications to Employees**

The Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

#### **9.1.7 Enforcement and Remedies**

If the Contractor fails to comply with the requirements of this sub-paragraph, the County shall have the rights and remedies described in this sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

- b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of \$100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
  - c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.
2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
- a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its Employees for a given pay period and the amount actually paid to the employees for that pay period.

The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

- b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
  - c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.
3. Debarment. In the event the Contractor breaches a requirement of this sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

#### **9.1.8 Use of Full-Time Employees**

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the

County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Contract unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

#### **9.1.9 Contractor Retaliation Prohibited**

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this sub-paragraph may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

#### **9.1.10 Contractor Standards**

During the term of the Contract, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

#### **9.1.11 Employee Retention Rights**

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
  - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
  - b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the

County for at least six months prior to the date of this new Contract, which predecessor contract was terminated by the County prior to its expiration; and

- c. Who is or will be terminated from his or her employment as a result of the County entering into this new contract.
- 2. The Contractor is not required to hire a retention employee who:
    - a. Has been convicted of a crime related to the job or his or her performance; or
    - b. Fails to meet any other County requirement for employees of a Contractor.
  - 3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

#### **9.1.12 Neutrality in Labor Relations**

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

### **9.2 Patent, Copyright and Trade Secret Indemnification**

- 9.2.1 The Contractor shall indemnify, hold harmless and defend County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, for or by reason of any actual or alleged infringement of any third party's patent or copyright, or any actual or alleged unauthorized trade secret disclosure, arising from or related to the operation and utilization of the Contractor's work under this Contract. County shall inform the Contractor as soon as practicable of

any claim or action alleging such infringement or unauthorized disclosure, and shall support the Contractor's defense and settlement thereof.

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR: ( Allied Barton )  
Name

By [Signature]  
Name  
Managing Partner  
Title

COUNTY OF LOS ANGELES

By Hilda J. Solis  
Chair, Board of Supervisors

78467

ATTEST:

PATRICK OGAWA  
Acting Executive Officer  
of the Board of Supervisors

By [Signature]  
DEPUTY



I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

PATRICK OGAWA  
Acting Executive Officer  
Clerk of the Board of Supervisors

By [Signature]  
Deputy

APPROVED AS TO FORM:

MARY WICKHAM  
County Counsel

By [Signature]  
Principal Deputy County Counsel

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

4 4

JAN 5 2016

[Signature]  
PATRICK OGAWA  
ACTING EXECUTIVE OFFICER

**EXHIBIT A**

**STATEMENT OF WORK**

**ARMED AND UNARMED SECURITY GUARD  
SERVICES**



## **TABLE OF CONTENTS**

<b>SECTION</b>	<b>TITLE</b>	<b>PAGE</b>
1.0	SCOPE OF WORK .....	1
2.0	ADDITION/DELETION OF LOCATIONS, SPECIFIC TASKS, AND/OR WORK HOURS .....	2
3.0	QUALITY CONTROL .....	3
4.0	HOURS AND DAYS OF OPERATION .....	5
5.0	COUNTY'S RESPONSIBILITIES .....	14
5.1	County-Furnished Items .....	14
5.2	County-Provided Training .....	16
5.3	Court Appearances and/or County Investigations .....	17
6.0	CONTRACTOR'S RESPONSIBILITIES .....	18
6.1	Purpose .....	18
6.2	General .....	19
6.3	Personnel .....	19
6.4	Contractor-Furnished Items .....	29
6.5	Security Guard and Security Guard Supervisor Training Requirements .....	39
6.6	Contractor Office .....	44
6.7	Contractor Business Continuity Plan (BCP) – Emergency Response .....	44
7.0	CONTRACTOR WORK REQUIREMENTS .....	46
8.0	REPORTING REQUIREMENTS .....	58

### **ATTACHMENTS**

ATTACHMENT 1 – LOCATION/ADDRESS

ATTACHMENT 2 – MINIMUM STAFFING PLAN BY SPA

ATTACHMENT 3 – TRAINING OUTLINE

ATTACHMENT 4 – STATEMENT ON WORKPLACE EQUALITY AND  
ACKNOWLEDGEMENT OF RECEIPT

ATTACHMENT 5 – PERFORMANCE REQUIREMENTS SUMMARY (PRS)

ATTACHMENT 6 – CONTRACT DISCREPANCY REPORT (CDR)

ATTACHMENT 7 – LIVING WAGE CONTRACTOR STAFFING PLAN BY LOCATION

## **EXHIBIT A**

### **STATEMENT OF WORK**

#### **1.0 SCOPE OF WORK**

- 1.1 The Los Angeles County Sheriff's Department (Department) is responsible for providing security in County of Los Angeles (County) facilities, hospitals, and clinics (Locations) located throughout the County. Armed and unarmed security guard services are provided according to eight (8) geographic areas, known as Service Planning Areas (SPAs). The eight (8) SPAs are grouped into the following three (3) Zones: North Zone (SPAs 1, 2, 4), South Zone (SPAs 6, 7, 8), and Central Zone (SPAs 3, 5) to facilitate service delivery, support, training, and management under the Contract.
- 1.2 Contractor shall provide trained and certified, professional, courteous, uniformed, and equipped armed and unarmed Security Guards and Security Guard Supervisors, twenty-four (24) hours a day, seven (7) days a week, including holidays, for specified Locations, as set forth in Attachment 2 - Minimum Staffing Plan by SPA of this Statement of Work (SOW).
- 1.3 The number of Locations within a SPA may change during the term of the Contract, based on the operational and organizational requirements of the Location and/or the Department. Specific Locations may open or close and/or staffing levels may increase or decrease, thereby changing requirements. Contractor must have the flexibility and capability to provide varying numbers of Security Guards and Security Guard Supervisors to Locations in the SPA; therefore, in addition to the staffing required on Attachment 2 - Minimum Staffing Plan by SPA of this SOW, a minimum of five (5) percent additional contract personnel who are cleared, trained, certified, and equipped shall be available for deployment at any time by Contractor throughout the term of the Contract.

## **2.0 ADDITION/DELETION OF LOCATIONS, SPECIFIC TASKS, AND/OR WORK HOURS**

2.1 County, by and through the Department, shall have the right to (1) add and/or delete specific Locations within a SPA or Zone and (2) add, delete, reduce, or change specific tasks and/or work hours for any and all shifts, during the term of the Contract, in accordance with sub-paragraph 8.1 - Amendments and Change Notices of the Contract.

2.1.1 Locations that are added to the Contract after the initial award will be assigned to incumbent Contractors, or to previously non-selected Contractors based on their points ranking during the solicitation process. Generally, additional Locations will be added to the incumbent Contractor for the affected SPA or Zone; however, County reserves the right to assign new Locations to any qualified Contractor, based on the affected SPA or Zone's Contractor's capacity, capability, performance, and business needs of the County, at the sole discretion of the County.

2.2 County requests for a change, addition, and/or deletion of services shall be made by written notice to Contractor three (3) to five (5) Business Days prior to coverage change. Contractor shall be required to provide written confirmation of coverage changes within three (3) calendar days of receipt of such notice. County will prepare evidence of the change, addition, and/or deletion of services, according to sub-paragraph 8.1 - Amendments and Change Notices of the Contract.

2.3 Urgent service requests shall be made by County Services Bureau, either verbally or in writing to Contractor, prior to the requested start of services (with written evidence of the change in accordance with sub-paragraph 8.1 - Amendments and Change Notices of the Contract following the provision of urgent services).

- 2.4 Contractor shall provide coverage for urgent service requests at the start time requested by the County, or, in the event of requests for immediate service, no later than one (1) hour from the time of the request by County.
- 2.5 Firearms-related requirements for armed Posts are listed in sub-paragraph 6.4.3 - Armed Security Guard Equipment/Accessories of this SOW, as unarmed Posts may become armed Posts during the term of the Contract. All changes must be made in accordance with sub-paragraph 8.1 - Amendments and Change Notices of the Contract.

### **3.0 QUALITY CONTROL**

- 3.1 Contractor shall establish and maintain a comprehensive Quality Control Plan to assure County a consistently high level of service throughout the term of the Contract that meets or exceeds all requirements. In the event that requirements and/or policies and procedures change during the term of the Contract, Contractor shall update the Quality Control Plan and submit such updated plan to County Project Manager. The Quality Control Plan shall include, but is not limited to the following:
  - 3.1.1 Method of monitoring all tasks and services to ensure that Contract requirements are being met. The monitoring system must specify methods for identifying and preventing deficiencies in the quality of services performed before the level of performance becomes unacceptable.
  - 3.1.2 The Quality Control Plan shall include, but is not limited to the information specified below:
    - 3.1.2.1 Specific activities to be monitored either on scheduled or unscheduled basis; and

- 3.1.2.2 Methods of monitoring to include methods of verifying authenticity of reports, and methods to ensure quality of services; and
- 3.1.2.3 Frequency of monitoring; and
- 3.1.2.4 Samples of forms to be used in monitoring; and
- 3.1.2.5 Job title and level of personnel performing monitoring functions (Contractor shall ensure that Contractor Project Manager and/or quality control personnel, and not the Security Guards actually performing the security services, shall implement the Quality Control Plan); and
- 3.1.2.6 Plan for ensuring that services will continue in the event of a natural or manmade disaster, or strike of Security Guards and/or Security Guard Supervisors.

3.2 Contractor shall maintain and update as necessary written policy and procedures regarding the licensing, certification, training files, and work requirements for Contractor personnel assigned to provide armed and unarmed security guard services under the Contract, and provide to County immediately upon request.

3.3 Performance Evaluation Meetings

County and Contractor shall meet at least quarterly, and more frequently if deemed necessary, to discuss status of the Contract, new or on-going problems, and other issues. Failure to attend will cause an assessment of one hundred dollars (\$100.00) as specified in Attachment 5 - Performance Requirements Summary (PRS) of this SOW. County Project Manager reserves the right to schedule more frequent meetings if Contractor quality of performance is not at an

acceptable level. An acceptable quality level will be determined by, but not limited to, Contractor adhering to the requirements of Attachment 5 - Performance Requirements Summary (PRS) of this SOW.

### **3.4 Review of Inspection Reports**

On a monthly basis after Contractor begins providing services, Contractor shall submit to County Project Manager, Contractor's scheduled and unscheduled inspection reports as specified in Section 8.0 - Reporting Requirements of this SOW. The inspection reports shall include: a) date of inspection, b) problem(s) identified, c) corrective action taken, and d) time elapsed between identification of a problem and corrective action completed. County Project Manager will review all reports to ensure that County's requirements are being met.

### **3.5 Contract Discrepancy Report (CDR)**

3.5.1 Verbal notification of a Contract discrepancy will be made to Contractor Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by County and Contractor.

3.5.2 A CDR shall be issued at County Project Manager's discretion. Upon receipt of a CDR, Contractor is required to respond in writing to County Project Manager within five (5) Business Days, acknowledging the reported discrepancies or presenting contrary evidence. Contractor must submit its plan to correct the deficiency(s) identified in the CDR to County Project Manager within five (5) Business Days. A sample of the CDR is attached as Attachment 6 - Contract Discrepancy Report (CDR) of this SOW.

## **4.0 HOURS AND DAYS OF OPERATION**

Contractor hours and days of operation will vary by Location. The hours and days are set forth on Attachment 2 - Minimum Staffing Plan by SPA of this SOW. Contractor may

be required to work on County-recognized holidays. County will provide a list of County-recognized holidays (as specified in Paragraph 4.5 - Holidays of this SOW).

#### 4.1 Work Schedules/Deployment

Contractor shall have discretion over the deployment of Security Guards and Security Guard Supervisors and shifts as long as service levels are met. Contractor shall maintain a continuously-updated deployment roster, which shall be incorporated herein by this reference, and submit a copy upon request and during the quarterly performance evaluation meeting.

In the event that County requires additional service hours or service days due to temporary changes in workload or other urgent needs of the Department, Contractor Project Manager shall work with County Project Manager to develop a plan to meet the new requirements and County will prepare a Change Notice in accordance with sub-paragraph 8.1 - Amendments and Change Notices of the Contract.

##### 4.1.1 Supervision

Security Guards shall be adequately supervised by Security Guard Supervisors. Contractor shall employ at least one (1) Program Supervisor per Zone on each shift (06:00~14:00 (AM), 14:00~22:00 (PM), 22:00~06:00 (EM)), in addition to the one (1) Security Guard Supervisor for every ten (10) Security Guards required on Attachment 2 - Minimum Staffing Plan by SPA of this SOW as specified in Exhibit B - Pricing Schedule and Attachment 2 - Minimum Staffing Plan by SPA of this SOW. Security Guard Supervisors assigned to the field shall travel to their assigned Locations on a regular basis to work with their subordinates.



#### 4.1.2 County Staffing Plan

County staffing plan requirements are provided as Attachment 2 - Minimum Staffing Plan by SPA of this SOW. In the event that County's permanent requirements change during the term of the Contract, County Project Manager will provide Contractor with a revised Attachment 2 - Minimum Staffing Plan by SPA of this SOW, in accordance with the Amendment process set forth in sub-paragraph 8.1 - Amendments and Change Notices of the Contract.

#### 4.1.3 Contractor Staffing Plan

4.1.3.1 Pursuant to the requirements of sub-paragraph 9.1.8 - Use of Full Time Employees and Exhibit J - Living Wage Ordinance, of the Contract, Contractor shall prepare a staffing plan using full-time employees. Staffing plans shall be prepared for each Location, using the blank form attached as Attachment 7 - Living Wage Contractor Staffing Plan by Location of this SOW to demonstrate how Contractor intends to fill each Post, using full-time employees. Contractor shall provide details of Post coverage. For example, a Post requiring twelve (12) hours of coverage could show: one (1) guard working twelve (12) hours, or two (2) guards: one (1) working ten (10) hours and another one working two (2) hours, or two (2) guards: one (1) working eight (8) hours and another one (1) working four (4) hours, or two (2) guards working six (6) hours each.

4.1.3.2 A completed Attachment 7 - Living Wage Contractor Staffing Plan by Location shall be submitted for each Location for review and approval by County Project Manager at least ten

(10) Business Days prior to the commencement of work under the Contract.

4.1.3.3 In accordance with sub-paragraph 5.1.5.4 - Living Wage Compliance Forms of this SOW, staffing plans for each Location shall also be submitted monthly on Attachment 7 - Living Wage Contractor Staffing Plan by Location of this SOW, as part of Living Wage compliance.

4.1.3.4 In the event that County's permanent staffing requirements change during the term of the Contract, Contractor shall provide a revised Attachment 7 - Living Wage Contractor Staffing Plan by Location for County Project Manager approval, based on County's revised requirements, as specified in revised Attachment 2 - Minimum Staffing Plan by SPA of this SOW.

4.1.3.5 In the event that Contractor changes its full-time employee staffing plan, Contractor shall immediately provide a revised Attachment 7 – Living Wage Contractor Staffing Plan by Location for County Project Manager approval, in accordance with sub-paragraph 9.1.8 - Use of Full-Time Employees of the Contract.

4.1.3.6 All completed Attachments 7 – Living Wage Contractor Staffing Plan shall be incorporated into this Contract by this reference.

#### 4.1.4 Open Post

4.1.4.1 Contractor shall provide sufficient Security Guards and Security Guard Supervisors, including relief for breaks and

meal periods where necessary, to ensure there are no Open Posts at any time.

- 4.1.4.2 Posts are to be filled, according to County's staffing plan requirements, as set forth in Attachment 2 - Minimum Staffing Plan by SPA of this SOW, at all times, unless County gives written approval of an exception, modification, or change.
- 4.1.4.3 Security Guard Supervisor coverage shall be provided for all SPAs, according to County's staffing plan requirements set forth in Attachment 2 - Minimum Staffing Plan by SPA of this SOW, and the required ratio of one (1) Security Guard Supervisor for ten (10) Security Guards shall be maintained at all times, in addition to the required one (1) Program Supervisor per Zone on each shift (06:00~14:00, 14:00~22:00, 22:00~06:00).
- 4.1.4.4 County shall view any Open Post as a serious breach of Contract performance. More than three (3) instances of an Open Post in a Location within a thirty (30) calendar day period or three (3) consecutive days of an Open Post shall subject Contractor to significant additional assessments, liquidated damages, and/or possible forfeiture of Post, termination of the Contract and/or debarment.
- 4.1.4.5 Failure to fill Security Guard Supervisor positions as required shall constitute an Open Post and shall subject Contractor to Open Post assessment(s), as specified sub-paragraph 4.1.4.4 of this SOW, and in Attachment 5 - Performance Requirements Summary (PRS) of this SOW.

4.1.5 Security Guards and Security Guard Supervisors shall be responsible for reporting absences to Contractor. Contractor shall report to County Project Manager the day before a planned absence or within one (1) hour of Security Guard or Security Guard Supervisor work reporting time for unplanned absences. Upon reporting unplanned absences, Contractor shall deploy a replacement Security Guard or Security Guard Supervisor (billed at Security Guard rate if replacing a Security Guard) to the Location immediately to ensure Post coverage at all times. If a Security Guard Supervisor is deployed for a Security Guard, they shall stand post until a replacement Security Guard arrives. The replacement Security Guard or Security Guard Supervisor shall report within one (1) hour or less from unplanned absence notification.

4.1.6 In the event that a Security Guard or Security Guard Supervisor must leave during the workday, Contractor shall send a replacement Security Guard or Security Guard Supervisor within one (1) hour or less of the Security Guard or Security Guard Supervisor's absence, with the replacement Security Guard or Security Guard Supervisor completing the remaining work schedule. In the event that a Security Guard Supervisor replaces a Security Guard, Contractor shall bill the County at the Security Guard rate. The one (1) hour replacement requirement is a baseline; Contractor shall make every effort to have a replacement on Location immediately upon notice of an Open Post.

#### 4.2 Unscheduled Work Due to Security Incident

4.2.1 When a condition exists wherein there is imminent danger of injury to the public or damage to property, Security Guard shall control the situation and intervene, as appropriate, to prevent injurious acts to persons or property. As soon as it is safe to do so, Security Guard shall notify

Security Guard Supervisor and/or Contractor Project Manager of the incident. Security Guard Supervisor shall contact the County manager or administrator at the Location and the County Project Manager or County Services Bureau Watch Commander to advise them of the situation and request approval and/or direction before allowing Security Guard to begin or continue work under the Contract. County will provide verbal authorization for additional service hours and/or additional contract personnel if necessary. County will follow verbal authorization with an email approving additional services to Security Guard Supervisor and/or Contractor Project Manager who will provide direction to Security Guard. Contractor shall proceed diligently to work within the approved service hours.

4.2.2 All authorized unscheduled work due to security incident shall commence as specified by County Project Manager or County Services Bureau Watch Commander, followed by evidence of the change in accordance with sub-paragraph 8.1 - Amendments and Change Notices of the Contract.

4.2.3 County reserves the right to perform unscheduled work due to security incident using County staff and/or to assign the work to another County contractor.

#### 4.3 Security Guard and Security Guard Supervisor Overtime

Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act regarding payment of overtime, consistent with sub-paragraph 8.19 - Fair Labor Standards of the Contract. As specified in Attachment 5 - Performance Requirements Summary (PRS) of this SOW, County may impose an assessment against Contractor for failure by Contractor to observe this

requirement. County may report Contractor's non-compliance with the California Labor Code to the California Labor Commissioner.

- 4.3.1 Contractor shall monitor and ensure that each of its Security Guards and Security Guard Supervisors work no more than twenty-four (24) hours per week of overtime on any County assignment. County will only pay for the overtime specified in Attachment 2 - Minimum Staffing Plan by SPA of this SOW. Contractor shall be compensated at the overtime rate of one and a half (1.5) times the hourly labor rate only for those overtime hours that are required by County and considered by County to be overtime on a County assignment at a Location under the Contract as set forth in Attachment 2 - Minimum Staffing Plan by SPA of this SOW. County Project Manager shall have the authority to deny overtime that is not specified in Attachment 2 - Minimum Staffing Plan by SPA of this SOW. Overtime that is not specified in Attachment 2, Minimum Staffing Plan by SPA of this SOW and/or not approved by County Project Manager shall be paid at the straight time rate by County.
- 4.3.2 Security Guards and Security Guard Supervisors who use their employment with Contractor as a "second job" shall limit their weekly hours to twenty-four (24) hours on the Contract.
- 4.3.3 County may impose an assessment of one hundred dollars (\$100) per occurrence against Contractor for failure to observe the requirements as specified in sub-paragraphs 4.3.1 and 4.3.2 above and in Attachment 5 - Performance Requirements Summary (PRS) of this SOW.
- 4.3.4 Contractor shall pay Security Guards and Security Guard Supervisors (other than those with an alternate work schedule) who have worked in excess of eight (8) hours per day, at the compensation rate of one and a

half (1.5) times their hourly labor rate for such work in excess of eight (8) hours per calendar day, or as required by law. County will only pay for the overtime specified in Attachment 2 - Minimum Staffing Plan by SPA of this SOW. Payment for any unspecified overtime shall be the Contractor's responsibility.

4.3.5 County will not pay overtime for any Security Guard or Security Guard Supervisor who has worked a full shift at another Post and is brought in to cover a County assignment, such as when a Security Guard has called in sick.

#### 4.4 Services in Emergency Situations

In the event of an "emergency situation," Contractor shall continue to provide services under the Contract. Notifications for "emergency situations" shall be the same as stated in sub-paragraph 4.2.1 of this SOW. An "emergency situation" includes, but is not limited to, fire, flood, earthquake, civil disturbance and other natural or manmade disasters. County Project Manager or County Services Bureau Watch Commander will determine if a particular situation constitutes an "emergency situation" as specified in this Paragraph 4.4 - Services in Emergency Situations and shall determine the extent to which services shall be provided. Contractor shall provide adequate staffing to ensure continued services to the extent determined by County.

##### 4.4.1 Business Continuity Plan

Contractor shall prepare and maintain a continuously-updated Business Continuity Plan (BCP) in accordance with Paragraph 6.7 - Contractor Business Continuity Plan – Emergency Response of this SOW.

#### 4.5 Holidays

When twenty-four (24) hour/seven (7) day a week coverage is required at specified Locations, Contractor may be required to provide services on County-recognized holidays.

4.5.1 Contractor will be paid by County at the overtime rate of one and a half (1.5) times the hourly labor rate for Security Guard and Security Guard Supervisor hours required on dates that are recognized by both County and Contractor as holidays, provided the Contractor pays the overtime rate of one and a half (1.5) times the hourly labor rate to Security Guards and Security Guard Supervisors.

4.5.2 Holiday dates will vary from year to year. County Project Manager will provide Contractor with a list of County-recognized holidays for the following calendar year as soon as they become known. Contractor shall provide County Project Manager with a list of Contractor-recognized holidays for the following calendar year as soon as they become known.

### 5.0 **COUNTY'S RESPONSIBILITIES**

#### 5.1 County-Furnished Items

5.1.1 At County's sole discretion, County will furnish non-exclusive office or other space at County facilities where Contractor services are being provided for use by Contractor. County will repair and/or replace County-provided furniture and equipment due to normal wear and tear. County may inspect, demand return of, and otherwise have a right to enter and search such property in accordance with existing County policies and practices.

5.1.2 Upon termination of the Contract, all County-furnished equipment shall be returned to County in good operating condition, less reasonable wear and tear.



5.1.3 Contractor personnel shall sign in and sign out for all County-furnished equipment, such as keys and radios, when reporting for duty and at the end of the work shift.

5.1.4 Contractor Project Manager shall report any improperly working or defective County-furnished equipment to County Project Manager through a written memorandum within twenty-four (24) hours of Contractor's knowledge of the problem or defect.

5.1.5 The following is a list of forms or logs that are applicable to the requirements for implementation of this SOW that will be provided to the Contractor, by County Project Manager, prior to commencement of work under the Contract.

5.1.5.1 Post Orders: County forms

Post Orders are proprietary documents created, issued, and maintained by the Department. General Post Orders apply to all Locations. Site-Specific Post Orders are unique to the requirements of the Location or the Post to which they apply. Both General Post Orders and Site-Specific Post Orders are to be followed by Contractor completely and at all times.

5.1.5.2 Contract Discrepancy Report: County form

Attachment 6 - Contract Discrepancy Report (CDR) of this SOW.

5.1.5.3 Security Incident Report: County form

Security Incident Report (SIR) is used by Contractor to report significant security incidents, including, but not limited to, incidents involving: any use of force, detention of an

individual pursuant to arrest, any incident requiring law enforcement or emergency response or backup, building or area evacuations, or bomb threat. SIRs are to be completed and submitted to County Project Manager immediately following a security incident.

5.1.5.4 Living Wage Compliance Forms: County forms

Exhibit K – Monthly Certification of Applicable Health Benefit Payments of the Contract.

Exhibit L – Payroll Statement of Compliance of the Contract.

Attachment 7 – Living Wage Contractor Staffing Plan by Location of this SOW.

5.2 County-Provided Training

5.2.1 County-provided training will be provided by County in accordance with Paragraph 2.1 - County-Provided Training – Overview and Paragraph 2.2 - Contractor and/or County-Provided – Annual and/or Continuing Education Training of Attachment 3 - Training Outline of this SOW.

5.2.2 The County will provide the training set forth in Paragraph 2.1 - County-Provided Training – Overview and Paragraph 2.2 - Contractor and/or County Provided – Annual and/or Continuing Education Training of Attachment 3 - Training Outline of this SOW to Security Guards and Security Guard Supervisors performing services at specific County Locations. Training may include, but shall not be limited to, initial, annual, continuing education, and specialized County-provided training conducted by County

personnel, in accordance with The Joint Commission (TJC), Title 22, the Commission on Accreditation of Rehabilitation Facilities (CARF), and/or other compliance or regulatory bodies, and/or policies of the specific assignment, Location, and/or Post where security services are being provided.

5.2.3 Contractor shall pay each Security Guard or Security Guard Supervisor up to eight (8) hours of straight time per day, for up to two (2) days per year, to attend required initial, annual, continuing education, and/or specialized Contractor or County-provided training. Contractor shall also provide and pay for backfill coverage for any Security Guard or Security Guard Supervisor attending required training. Contractor may not bill County and County will not be responsible for payment to Security Guards and Security Guard Supervisors during attendance at required trainings. County personnel that provide County-required training will be reimbursed by County.

### 5.3 Court Appearances and/or County Investigations

5.3.1 Security Guards and Security Guard Supervisors may be required to appear in court or make statements to investigators regarding job-related incidents. In the event that a Security Guard or Security Guard Supervisor is called upon as a witness for a job-related incident, County will reimburse Contractor as set forth in sub-paragraph 5.5.7 – Payment for Court Appearances and/or County Investigations of the Contract for the court appearance or investigation interview, based on review and approval by County Project Manager.

## **6.0 CONTRACTOR'S RESPONSIBILITIES**

### **6.1 Purpose**

6.1.1 Contractor shall provide background-cleared, certified, trained, uniformed and equipped, professional and courteous, armed and unarmed Security Guards and Security Guard Supervisors, as needed by Department, in accordance with Attachment 2 - Minimum Staffing Plan by SPA and Attachment 7 - Living Wage Contractor Staffing Plan by Location of this SOW. Duties include, but are not limited to, the following:

- 6.1.1.1 Screen County employees, clients, visitors and/or other members of the public at designated entrances;
- 6.1.1.2 Ensure County employees present appropriate identification prior to being admitted to a Location, or a restricted area within a Location;
- 6.1.1.3 Provide a uniformed presence to act as a deterrent to crime;
- 6.1.1.4 Intervene to prevent injurious acts to persons and property;
- 6.1.1.5 Safeguard County property against fire, theft, vandalism, and illegal entry;
- 6.1.1.6 Prevent entry of firearms and contraband;
- 6.1.1.7 Provide information and assistance to the public as needed; and
- 6.1.1.8 Ensure safety and security are monitored twenty-four (24) hours a day, seven (7) days a week, three hundred and sixty-five (365) days a year.

6.1.2 Contractor shall provide background-cleared, trained, professional and courteous Program Managers and Program Supervisors, as needed by Department, in accordance with Attachment 2 - Minimum Staffing Plan by SPA and Attachment 7 - Living Wage Contractor Staffing Plan by Location of this SOW. These positions are not and shall not be directly billed by Contractor to County. Duties include, but are not limited to, the following:

6.1.2.1 Perform supervision and administrative duties for Contractor, such as time-keeping, personnel and payroll support, either dedicated to a particular Location, or with hours distributed to a particular Location and its satellite Locations; and

6.1.2.2 Interface with Department and Facility Administrators.

## 6.2 General

6.2.1 Contractor shall provide, at Contractor's expense, all working materials/documents necessary to perform the services required hereunder, including but not limited to: 1) documents, 2) log sheets, and 3) stationary, as set forth in Paragraph 8.13 - Daily/Weekly Reporting Documents of this SOW.

6.2.2 Contractor-owned equipment and related accessories which are used by Security Guards and Security Guard Supervisors to provide services under the Contract must be kept clean at all times and shall be maintained according to manufacturer standards. County Project Manager may from time to time inspect such items to ensure they are in proper working order.

## 6.3 Personnel

6.3.1 Contractor shall have the flexibility and capability to provide varying numbers of Security Guards and Security Guard Supervisors to Locations

in the SPA; therefore, as specified in Section 1.0 - Scope of Work of this SOW, in addition to the staffing required on Attachment 2 - Minimum Staffing Plan by SPA of this SOW, a minimum of five (5) percent additional contract personnel who are background-cleared, trained, certified, and equipped shall be available for deployment at any time by Contractor throughout the term of the Contract.

### 6.3.2 Background Investigations

6.3.2.1 All armed and unarmed Security Guards and Security Guard Supervisors providing services under the Contract, and any Contractor employee designated as Program Manager, Program Supervisor, or Contractor Project Manager, shall be required to undergo and pass a background investigation, to the satisfaction of County as a condition of beginning and continuing to provide services under the Contract, or as a condition for promotion to a supervisory position under the Contract, as described in sub-paragraph 7.4 - Background and Security Investigations of the Contract. All background clearances will be determined by the Department. Subsequent investigation or information obtained by the Department may cause a background clearance to be revoked.

6.3.2.2 Such background investigation must include, but shall not be limited to, information obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information and as further described in sub-paragraph 6.3.2 - Background

Investigations of this SOW. The fees associated with the background investigation may, at the sole discretion of the Department, be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation.

6.3.2.3 County will not accept any of Contractor's employees who have been involved in any of the following:

- a) Felony conviction;
- b) Conviction for a sex offense;
- c) Military conduct that involved dishonorable discharge, bad conduct, or an undesirable discharge;
- d) Conduct that would preclude the employee from receiving a bond;
- e) Any conviction of drunk or reckless driving within the last three (3) years;
- f) Any pattern of irresponsible behavior including, but not limited to, unsatisfactory driving or employment records; or
- g) Any pattern of recent or habitual illegal drug use.

6.3.2.4 The background investigation requirements are subject to change at any time, at the sole discretion of County.

6.3.2.5 All background information is confidential and not reviewable by Contractor or Contractor's employees. Department will

not provide any information obtained through the Department background investigation to Contractor or Contractor's employees.

- 6.3.2.6 Contractor shall be responsible for reimbursement or direct payment to County for actual costs of performing each background investigation. The cost is approximately one hundred fifty dollars (\$150) per employee. This fee will be charged to Contractor, whether an individual is cleared or not, at the discretion of the County.

### 6.3.3 Administrative File

For each employee scheduled for background investigation, Contractor shall provide a pre-background Administrative File and documentation to County Project Manager for review and approval prior to scheduling background investigation. The Administrative File shall contain copies of the following:

6.3.3.1 Statement on Workplace Equality Acknowledgement of Receipt

Contractor shall include the Statement on Workplace Equality Acknowledgement of Receipt, attached hereto as Attachment 4 - Statement on Workplace Equality and Acknowledgement of Receipt of this SOW, signed by the employee scheduled for background investigation.

6.3.3.2 Contractor Employment Application

Contractor shall submit a copy of a completed Department-approved Contractor employment application on each prospective Security Guard, Security Guard Supervisor, Contractor Project Manager, Program Manager, and Program Supervisor at the time the candidate is referred to



County for background investigation. The application shall, as applicable and appropriate, include the following:

a) Employment History

Employment history shall include a list of candidate's present or last job first, then all jobs held and any periods of unemployment for the previous ten (10) years, including all security services experience.

b) Military Service

All military experience (regular or reserve) must be documented. Include a copy of candidate's Selective Service Card and/or military discharge papers DD214. If candidate does not possess a Selective Service Card or military discharge papers, explain why information is not available.

c) Driving Record

Include current printout of the candidate's Department of Motor Vehicle Record is required at the time of the candidate's interview with Department Civilian Background Unit and annually thereafter.

d) Credit Report

Include copy of candidate's current credit report from Equifax, Experian, or Trans Union.

e) Guard Registration Card

Include copy of current Guard Registration Card, issued by the California Department of Consumer Affairs (DCA), Bureau of Security and Investigative Services (BSIS).

- f) Certificate for Cardiopulmonary Resuscitation (CPR) for Adult, Child, and Infant, including Automated External Defibrillator (AED)

Include copy of current Adult, Child, and Infant CPR card, issued by American Red Cross, American Heart Association, or equivalent provider (8 hours) and Automated External Defibrillator (AED) certification.

- g) First Aid Certification for Adult, Child and Infant

Include copy of current First Aid Certification, issued by American Red Cross, American Heart Association, or equivalent provider (8 hours).

- h) Baton Permit Issued by BSIS

Include copy of baton permit issued by BSIS.

- i) Certificate of Training: BSIS Certified Course in Baton Training (4 hours)

Include copy of POST certification in baton, according to sub-paragraph 8.9.3.2(f) of this SOW. All licensees/registrants holding a baton permit may carry any type of baton on the job, as long as he or she is proficient in the use of the specific type of baton.

- j) California Firearm Qualification Card (armed Security Guards and Security Guard Supervisors only)

Include copy of current California Firearm Qualification Card.

- k) California Firearm Permit (armed Security Guards and Security Guard Supervisors only)

Include copy of current California Firearm Permit.

- l) BSIS Certified Course in Firearms Training (8 hours)

Include copy of current BSIS Certified Course in Firearms Training.

m) Pepper Spray Permit

Include copy of permit to carry ten percent (10%) solution of oleoresin capsicum (pepper spray).

n) Valid California Class "C" Driver's License or California Identification Card

Include copy of valid California Class "C" Driver's License or California Identification Card.

o) High School or G.E.D. diploma or equivalent

Include copy of High School or G.E.D. diploma or equivalent.

6.3.3.3 Preliminary and Annual Physicals / Examination / Testing / Proof of Vaccination

Based on the regulatory compliance requirements of The Joint Commission (TJC), Cal/OSHA standard set forth at 8 CCR § 5199, and Title 22 of California Code of Regulations, the County has established and maintains policies related to initial and annual health examinations, testing, and proof of vaccination of all individuals working in all Locations.

- a) Contractor shall provide initial physical examination and testing, and provide proof of vaccination, as specified below, for all Security Guards, Security Guard Supervisors including Post Commanders and Watch Supervisors, and any employee designated as

Program Manager, Program Supervisor and Contractor Project Manager, assigned to provide services under the Contract at the time the Administrative File is submitted to County for review, and annually thereafter.

- b) Initial physical examination shall include, but shall not be limited to, the following: Complete Blood Count (CBC), urinalysis, Rapid Plasma Reagin (RPR), Tuberculosis (TB) Screening (skin test with chest x-ray follow-up test for positive skin test), proof of vaccination for: Measles, Mumps, Rubella (MMR) and varicella (chickenpox). Proof of vaccination or declination form signed by candidate for Hepatitis B vaccine. In addition, tetanus, diphtheria, acellular pertussis (Tdap), vision, and H1N1 vaccination, vision, and other tests are optional but may be required by County during the term of the Contract. Seasonal influenza vaccination (one dose for current season each year) may be declined; however, persons who decline the vaccination will be required to wear a mask during the influenza season.
- c) Security Guards, Security Guard Supervisors, Program Managers, Program Supervisors, and Contractor Project Manager shall undergo annual physical examinations, which shall minimally include TB screening. Results of these examinations shall be submitted to Contractor and maintained in Contractor's employee files (and/or onsite if required by the Location).

- d) Security Guards and Security Guard Supervisors must have the physical capability to perform all of the duties specified in this SOW. County may require Contractor to provide medical certifications for individual Security Guards or Security Guard Supervisors, if County determines that their physical condition appears to be questionable.

#### 6.3.4 Experience Requirements

Contractor shall provide personnel who meet the following experience requirements:

##### 6.3.4.1 Contractor Project Manager

Contractor Project Manager shall have a minimum of three (3) years experience within the last five (5) years providing security project management services, equivalent or similar to those required in this Contract, including management and coordination of multiple service locations and acting as a "central point of contact" for services.

##### 6.3.4.2 Program Manager(s)

Program Managers shall have two (2) years experience within the last three (3) years providing administrative duties for Contractor, the same or similar to those required in this Contract, such as time-keeping, personnel and payroll support, either dedicated to a particular Location, or with hours distributed to a particular Location and its satellite Locations; and interfacing with Department and County Facility Administrators.

##### 6.3.4.3 Program Supervisor(s)

Program Supervisors shall have one (1) year experience within the last three (3) years providing supervision and administrative duties for Contractor, the same or similar to those required in this Contract, such as time-keeping, personnel and payroll support, either dedicated to a particular Location, or with hours distributed to a particular Location and its satellite Locations; and interfacing with Department and County facility administrators.

6.3.4.4 Post Commander(s)

Post Commanders shall have two (2) years security supervisor experience within the last three (3) years, providing supervisory security services equivalent or similar to those of Security Guard Supervisor and/or Watch Supervisor.

6.3.4.5 Watch Supervisor(s)

Watch Supervisors shall have a minimum of (2) years security supervisor experience within the last three (3) years, providing services equivalent to Security Guard Supervisor.

6.3.4.6 Security Guard Supervisor(s)

Security Guard Supervisors shall have a minimum of two (2) years paid armed or unarmed security experience within the last three (3) years.

6.3.4.7 Security Guard(s)

Security Guards shall have one (1) year paid armed or unarmed security experience within the last three (3) years.

#### 6.3.4.8 Military Service

Military service may be accepted as meeting all or part of the security experience requirements, if security experience is clearly articulated in the candidate's job history.

#### 6.3.5 Bilingual Staffing Plan

Contractor shall establish a bilingual staffing plan that provides bilingual staffing (defined as speaking English and at least one additional language) to meet the needs of each Post as evaluated and required by County.

#### 6.3.6 Site/Post-Specific Orientations and Training

Contractor shall conduct site/post-specific orientation and training to ensure assigned Security Guards, Security Guard Supervisors, Program Managers, and Program Supervisors are familiar with the Location and understand the Post Orders, including General Post Orders and Site-Specific Post Orders, and understand their responsibilities in the Location. Training to be completed is listed on page nine (9) of Attachment 3 - Training Outline of this SOW under Section Three: Elective Courses Required to be Provided Onsite by Contractor On Guard's First Work Day. Eight (8) hours of training is required.

#### 6.3.7 Annual Performance Evaluations

Contractor shall conduct annual performance evaluations for Security Guards, Security Guard Supervisors, Program Managers, and Program Supervisors. A copy of the employee's performance evaluation shall be included in each employee's Training File.

### 6.4 Contractor-Furnished Items

All Contractor-furnished items in this Paragraph 6.4, including all subparagraphs, shall be provided by the Contractor at Contractor expense and at no cost to Contractor employees or to the County.

6.4.1 Uniforms/Identification Badges

- 6.4.1.1 Contractor shall ensure that all on-duty Security Guards and Security Guard Supervisors wear complete Department-approved uniforms.
- 6.4.1.2 Contractor shall provide, at Contractor expense and at no cost to Contractor employee or to the County, all employees providing services under the Contract with a Department-approved uniform. Uniforms shall be tailored for the particular employee. Uniforms shall be the same for all assigned Security Guards and Security Guard Supervisors, unless an exception is required or approved by the County Project Director.
- 6.4.1.3 Contractor shall obtain written approval for uniform(s) and other related attire from County Project Manager at least ten (10) calendar days prior to commencing work under the Contract.
- 6.4.1.4 Uniforms shall consist of the following items, unless an exception is required or approved in writing by the Department:
  - a) Trouser – Navy or Black;
  - b) Shirt/blouse – White or Gray;
  - c) Alternate Shirt – Black or White Polo (as requested and approved by County);



- d) Belt – Solid Black, basket weave;
- e) Tie – Solid Black (as needed);
- f) Tie bar – Gold in color (as needed);
- g) Socks – Solid Black or Navy Blue;
- h) Shoes – Solid Black, leather, Military Type (low laced, plain toed oxfords, with smooth finish);
- i) Shoulder patches, as required by California Business and Professions Code 7582.26(f), on both arms of uniform shirt/blouse and jacket;
- j) Rain gear (as needed);
- k) Name Tags;
- l) Jacket, with appropriate shoulder patches, as appropriate to weather conditions – Navy or Black (as needed); and
- m) Photo Identification Badge, with name, to be in the immediate possession of employee, and not visibly worn while on duty.

6.4.1.5 Security Guard and Security Guard Supervisor uniforms shall always be clean and neatly pressed.

6.4.1.6 Contractor shall provide, at Contractor expense and at no cost to Contractor employee or to the County, all employees providing services under the Contract with a County-approved photo identification card, listed in sub-paragraph 6.4.1.4(m) above, as noted in sub-paragraph 7.3.1 - Contractor Staff

Identification Card of the Contract. Contractor identification card is subject to County Project Manager approval and shall contain a graphic of the appropriate badge, Contractor name, and at least the following identifying information and specifications:

1. Recent photograph of the employee (within last five (5) years);
2. Full name of employee, employee number, and title;
3. Card should note: Los Angeles County Sheriff's Contracted Employee;
4. Signature of employee and approving authority;
5. Height, eye color, and hair color of the employee;
6. The card should be numbered by the issuing employer;
7. The card may contain medical information (e.g. blood type) if that information is supported by competent medical documentation;
8. The card should be approximately 3 ½ inches wide by 2 ½ inches high;
9. The card should indicate the date issued and any expiration date established by the issuing employer; and
10. The completed card must be laminated securely both front and back.

6.4.1.7 Contractor shall issue a photo identification card, as described above, to each employee before assigning the employee to work in any County Location. Contractor personnel may be

asked to leave a County Location by a County representative if they do not have the proper photo identification card on their person.

- 6.4.1.8 Contractor shall notify County within one (1) Business Day when staff is terminated from providing services under this Contract. Contractor shall retrieve the Contractor photo identification card within the next Business Day after the employee has been terminated or County has revoked clearance.

6.4.2 Security Guard Equipment/Accessories

- 6.4.2.1 All armed and unarmed Security Guards and Security Guard Supervisors (including relief, as required) shall be equipped by the Contractor, at Contractor expense and at no cost to Contractor employee or to the County, with at least the following equipment/accessories:

- a) Current California Guard Registration Card;
- b) Sam/Sally Browne (gun belt);
- c) One (1) Handcuff case;
- d) One (1) set Handcuffs plus key;
- e) Four (4) keepers;
- f) One (1) Key Snap;
- g) One (1) heavy-duty 3-cell flashlight approved by County, or approved alternate, with batteries;
- h) One (1) radio holder/pouch;
- i) Badge, to be worn on the upper left breast of the uniform;

- j) Side Handle Baton with Baton Ring or Collapsible Side Handle Baton with Baton Ring. Handler, 12", or the ASP (24" or 26") expandable straight stick;
- k) Valid and current permit for Baton, and;
- l) Pepper spray (10% solution of oleoresin capsicum in a 1.47 oz. container and carried in holster).

6.4.2.2 Contractor shall be responsible for the maintenance of all Contractor-furnished Security Guard equipment/accessories.

#### 6.4.3 Armed Security Guard Equipment/Accessories

All armed Security Guard equipment/accessories shall be provided by the Contractor, at Contractor expense and at no cost to Contractor employee or to the County.

6.4.3.1 Armed Security Guards shall be equipped with all items listed in sub-paragraph 6.4.2 - Security Guard Equipment/Accessories of this SOW, plus:

- a) Valid and current firearms permit indicating the specific firearm issued;
- b) Leather thumb break, break front holster for Colt, Smith & Wesson 38/357 Beretta, 9mm Glock or Sturm Ruger double-action, 38 Special or .357 magnum caliber revolver;
- c) Ammunition pouch and speedy loaders;
- d) .38 caliber, either Winchester 110 grain +P+ or Spear 125 grain+P, semi-jacketed, hollow point or Remington

.38 Special plus P hollow points 128 grain or Winchester;  
and

e) Round Ball full jacket bullets in accordance with the following:

- 1) Must be factory loaded;
- 2) A minimum of 12 additional rounds must be carried for the handgun;
- 3) The ammunition is to be replaced annually;
- 4) Must be approved by the Department's Range staff.

6.4.3.2 Contractor shall be responsible for the maintenance of all Contractor-furnished armed Security Guard equipment/accessories.

#### 6.4.4 Materials and Equipment

All materials and equipment shall be provided by the Contractor, at Contractor expense and at no cost to Contractor employee or to the County. The purchase and maintenance of all materials/equipment to provide the required services is the responsibility of Contractor. Contractor shall ensure all materials and equipment are available and that equipment is clean, well maintained, in good operating condition, neat and professional in appearance, meets manufacturer standards, is safe for the environment, and is safe for use by the employee.

##### 6.4.4.1 Radios

Contractor shall provide hand-held radios, desktop radio(s), batteries, supplies, and maintenance for radios, as follows:

- a) Contractor shall ensure all radios are programmed and available, and that the radio system is operational prior to commencing work under the Contract, and that the radio system is able to operate efficiently and effectively throughout Locations or building and grounds of the Location without interruption and follow all FCC regulations.
- b) Contractor shall provide one (1) hand-held radio for each Contractor personnel, designated Department personnel, and one or more facility administration personnel, as required.
- c) Contractor shall provide a sufficient number of batteries to provide a fully-charged battery and a fully-operational radio for each Security Guard and each Security Guard Supervisor on each shift at Locations designated as requiring twenty-four (24) hour and/or sixteen (16) hour coverage.
- d) Contractor shall provide one (1) desktop radio (dependent on Location and/or SPA) for Department personnel as required by County.
- e) Contractor shall provide one (1) hand-held radio for the designated Department personnel as required.
- f) Contractor shall provide regular maintenance, repair and/or replacement for radio equipment as needed.

#### 6.4.4.2 Electronic Post Confirmation System

Contractor shall utilize a check-in/check-out Electronic Post Confirmation System, in addition to actual hard copy sign-

in/sign-out sheets, for Security Guard(s) and Security Guard Supervisor(s) assigned to work at all Locations. The Electronic Post Confirmation System shall have the ability to generate a report that shows check in/out times and hours worked. The report shall be used to generate monthly invoices to be submitted to County along with hard copy sign-in/sign-out sheets. Contractor shall provide and maintain such Electronic Post Confirmation System at no cost to County.

#### 6.4.5 Vehicles

All vehicles shall be provided by the Contractor, at Contractor expense and at no cost to Contractor employee or to the County.

6.4.5.1 Contractor shall provide vehicles for Contractor's relief personnel and Security Guard Supervisors to enable them to provide relief, make their rounds of inspections, conduct random site visits, and fulfill relief and supervisory responsibilities at the different Locations.

6.4.5.2 Contractor may provide vehicles to Security Guard personnel to use vehicles to perform their assigned duties.

6.4.5.3 Contractor vehicles shall be clearly identified, and must be well maintained and kept clean at all times.

6.4.5.4 Contractor provided vehicles shall be as follows:

- a) Less than five (5) years old;
- b) In good condition/repair with no visible damages;
- c) Properly marked with company name and logo;

- d) Suitable for parking lot patrol;
- e) Shall have yellow light bar affixed to roof;
- f) Shall have the following items:
  - 1) First aid kit;
  - 2) 5 lb. ABC type fire extinguisher;
  - 3) Hand-held or vehicle spotlight;
  - 4) Traffic cones;
  - 5) Flares;
  - 6) Yellow scene management (banner guard type) tape.
- g) Tires shall be in good condition at all times.

6.4.5.5 Contractor shall maintain and provide, upon request by County, a current vehicle list, including description, license plate numbers, and vehicle identification numbers of all Contractor owned vehicles used by Security Guards and Security Guard Supervisors providing services under the Contract. All vehicles must be in safe operating condition in compliance with all California Vehicle Code regulations.

6.4.5.6 County may conduct periodic inspections of all Contractor vehicles used to provide services under the Contract.

6.4.5.7 Parking Fees

Contractor shall be responsible for making parking arrangements and paying parking fees for Contractor



employees assigned to work at any Location without public parking. County will not make any special parking arrangements for Contractor personnel.

## 6.5 Security Guard and Security Guard Supervisor Training Requirements

6.5.1 A detailed outline of all required training is provided in the Attachment 3 - Training Outline of this SOW (also referenced in this Paragraph 6.5 - Security Guard and Security Guard Supervisor Training Requirements and in Paragraph 5.2 - County-Provided Training of this SOW). Any required certifications must be validated and documented on employee training records, as specified in Paragraph 8.9 - Security Guard and Security Guard Supervisor Training Program Reports of this SOW.

6.5.1.1 Except as otherwise specified in this Paragraph 6.5 - Security Guard and Security Guard Supervisor Training Requirements, in Paragraph 5.2 - County-Provided Training of this SOW, and in Attachment 3 - Training Outline of this SOW, Contractor shall be responsible for the training of its Security Guards and Security Guard Supervisors, and must bear all such expenses.

6.5.1.2 Contractor shall ensure that all firearms training is in compliance with the California Firearms Training Standards prescribed by California Department of Consumer Affairs (DCA), Bureau of Investigative Services (BSIS). Firearms training is required for all armed Security Guards and Security Guard Supervisors.

6.5.1.3 County may audit Contractor's training classes and/or inspect employee training records at County Project Manager's discretion.

6.5.1.4 Contractor shall submit to County Project Manager, ten (10) Business Days prior to commencing work under the Contract, a report of the training courses completed by

Security Guards and Security Guard Supervisors assigned to provide services under the Contract. This report shall include a roster of Security Guards and Security Guard Supervisors and each training course attended, as well as a schedule of ongoing training and future training requirements for employees as specified in Section 8.0 - Reporting Requirements of this SOW.

6.5.1.5 Training of Security Guards and Security Guard Supervisors for weapon screen/magnetometer shall be provided by County or Contractor, as required, on County property.

#### 6.5.2 Training

6.5.2.1 Contractor shall ensure the provision of required training for all Security Guards and Security Guard Supervisors, as required by sections 7581, 7583.6, and 7583.7 of the California Business and Professions Code, pursuant to the requirements of the California Department of Consumer Affairs (DCA) BSIS, the needs of the Department, and any specific requirements of the assignment, including onsite, specialized, annual and/or continuing education Contractor-provided and/or County-provided training, as specified in Attachment 3 - Training Outline of this SOW.

6.5.2.2 Contractor shall ensure that Security Guards and Security Guard Supervisors understand their roles and responsibilities under the Contract to (1) intervene to prevent injurious acts to persons and property, (2) provide a uniformed presence as a

deterrent to crime, (3) know the content and Location of Post Orders, (4) understand their role and responsibilities at the specific Location, and (5) provide a professional and courteous demeanor to County clients, employees, and other Security Guards and Security Guard Supervisors.

6.5.2.3 Contractor shall work closely with the Department during the term of the Contract to ensure the Contractor training plan, as required in Paragraph 6.5 - Security Guard and Security Guard Supervisor Training Requirements of this SOW, meets or exceeds training requirements set forth herein.

6.5.2.4 For each course, or series of courses, the institution or company providing the training shall issue a certificate of completion to the Security Guard or Security Guard Supervisor. It is the responsibility of Contractor to ensure certificates of completion are maintained in the Training File of each Security Guard and Security Guard Supervisor, as required in sub-paragraph 8.9.3 - Security Guard and Security Guard Supervisor Training File of this SOW.

6.5.2.5 Training Course Requirements

Training requirements are set forth in Attachment 3 - Training Outline of this SOW. Training required under the Contract includes, but is not limited to, (1) Skills Training Course for Security Guards, provided by the Contractor to meet State and County requirements, (2) onsite training provided by Contractor on Security personnel's first day of work to orient Security Guard or Security Guard Supervisor to the assigned Location, Post, equipment, and/or procedures, (3) County-provided training to meet the

regulatory requirements and/or policies of the specific Location or Post, (4) Specialized County-provided training when required by the particular Location, and (5) annual County and/or Contractor-provided continuing education, supported by the Contractor's evaluation of licensed Security Guard's or Security Guard Supervisor's skills and based on the requirements of the site and/or regulatory or license requirements.

6.5.3 Contractor shall ensure all Security Guards and Security Guard Supervisors are trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked by the user daily for safety. All Security Guards and Security Guard Supervisors shall be provided with, and trained in the use of, safety and protective equipment by Contractor according to OSHA standards.

6.5.4 Firearms Training

Contractor shall ensure that all firearms training is in compliance with the California Firearms Training Standards prescribed by California Department of Consumer Affairs (DCA), Bureau of Investigative Services (BSIS), consistent with sub-paragraph 6.5.1.2 of this SOW. Firearms training is required for all armed Security Guards and Security Guard Supervisors.

6.5.5 Firearms Qualifications

Contractor shall require all armed Security Guards and Security Guard Supervisors to qualify with their weapon twice annually, once during the first six (6) months of the calendar year and once during the second six (6) months of the calendar year according to BSIS regulations. Firearms qualification slips shall be filed with Contractor, maintained in the Training File, and be available for audit by County Project Manager, upon request.

#### 6.5.6 Weapon Screening, Magnetometer, and X-ray Machine Training

- 6.5.6.1 Contractor shall provide weapon screening, magnetometer, and X-ray machine training to Security Guards and Security Guard Supervisors located at Locations having such equipment. Such training must be provided at the time Security Guard and Security Guard Supervisors are assigned to the Post.
- 6.5.6.2 Contractor shall provide a training certificate which certifies that Security Guard and Security Guard Supervisors are competent in equipment use, as set forth on page nine (9) of Attachment 3 - Training Outline of this SOW, under Section Three: Elective Courses Required to be Provided Onsite by Contractor On Guard's First Work Day.

#### 6.5.7 Quarterly Customer Service Training

- 6.5.7.1 Every three (3) months, Contractor shall provide one (1) hour of Customer Service Training instruction to all assigned Security Guard and Security Guard Supervisor personnel.
- 6.5.7.2 Quarterly Customer Service Training shall include topics set forth on page seven (7) of Attachment 3 - Training Outline of this SOW under Section Two: Mandatory and Elective Courses Required Prior to Administrative File Submission to County, Paragraph A, Public Relations - Community and Customer (Mandatory) and topics set forth in Attachment 4 - Statement on Workplace Equality and Acknowledgement of Receipt of this SOW.

6.5.7.3 Contractor shall provide customer service training, repeated quarterly, to all assigned Security Guard and Security Guard Supervisor personnel. Contractor shall ensure Security Guard and Security Guard Supervisor personnel continuously display courtesy, cultural sensitivity, good manners, and a professional and respectful demeanor. These courses are mandatory in addition to the continuing education courses specified on page eleven (11) of Attachment 3 - Training Outline of this SOW under Section Five: Annual and/or Continuing Education Training.

#### 6.6 Contractor Office

Contractor shall maintain an office, within the County of Los Angeles, with a telephone in Contractor's name, where Contractor conducts business, to facilitate County contract monitoring. The office shall be staffed during the hours of 6:00 a.m. to 6:00 p.m., seven (7) days a week, by at least one (1) employee who can respond to inquiries by and complaints from County which may be received regarding Contractor performance of the Contract. When the office is closed, an answering service shall be provided to receive calls. Contractor shall answer calls received by the answering service within one (1) hour of receipt of the call. Contractor may be required to maintain an additional "on-site" office at particular Locations, with space provided by County, based on the needs of the Locations.

#### 6.7 Contractor Business Continuity Plan (BCP) - Emergency Response

6.7.1 In compliance with County Chief Executive Office, Emergency Management guidelines, County requires that Contractor submit a Business Continuity Plan (BCP) for each Location.

6.7.2 The Department is responsible for providing security for many essential County programs and services. Contractor's BCP is used for service

restoration in the event of an emergency. In order to ensure uninterrupted services for essential County programs, Contractor shall:

1. Prepare a BCP for each Location within thirty (30) calendar days of commencement of the Contract and submit to County Project Director and County Project Manager, for approval.
2. Conduct emergency response drills at a minimum of one (1) time per year, at each Location where services are provided. Emergency drills are to be conducted in cooperation with Department personnel and/or local emergency responders and Location administration personnel. Contractor shall document and report the results of these emergency response drills to County Project Manager.
3. Conduct a table top (scenario) BCP exercise, for each Location where services are provided, at a minimum of one (1) time per year. The table top exercise shall ensure that information in BCP is complete and accurate and that Security Guards and Security Guard Supervisors know their responsibilities in an emergency. Results of table top (scenario) exercises are to be documented and reported to County Project Director and County Project Manager. The report shall include, but is not limited to, an overview of the exercise conducted, name and position of participant(s), nature of any deficiencies, a corrective action plan, and the timeframe to correct deficiencies. Contractor shall ensure all information included in BCP is accurate and complete.
4. Update the BCP, including employee contact information, on an ongoing basis to ensure information contained in BCP is complete and accurate, and provide an updated copy to the County Project Manager. All BCPs are incorporated herein by this reference.

6.7.3 Failure to comply with the requirements of this Paragraph 6.7 - Contractor Business Continuity Plan – Emergency Response may result in a County-imposed assessment of one thousand dollars (\$1,000) per occurrence against Contractor and, if non-compliance persists, termination or suspension of Contract, as specified in Attachment 5 - Performance Requirements Summary (PRS) of this SOW.

## **7.0 CONTRACTOR WORK REQUIREMENTS**

### **7.1 Security Guard and Security Guard Supervisor General Requirements and Qualifications**

7.1.1 Security Guards and Security Guard Supervisors shall possess basic writing skills and computer knowledge for note-taking and completing report forms, the ability to write and speak in English, the ability to work with the public and with County employees, and the ability to accept responsibility and work independently.

7.1.2 Security Guards and Security Guard Supervisors shall have satisfactorily completed California DCA, BSIS, and County training requirements as required in this SOW and otherwise.

7.1.3 Security Guards and Security Guard Supervisors must be at least eighteen (18) years of age to provide services under the Contract.

7.1.4 Security Guards and Security Guard Supervisors shall have a working knowledge of pertinent California Penal Code sections (i.e., power of arrest and search and seizure).

7.1.5 Security Guards and Security Guard Supervisors shall keep current and have the proper and current certificates and licenses required to perform the services under the Contract, including but not limited to those specified in sub-paragraph 6.3.3 - Administrative File of this SOW.



- 7.1.6 Security Guards and Security Guard Supervisors shall be in good physical condition and shall be able to carry out all work requirements specified in the Contract. This may require, at County's discretion, that Contractor send Security Guards or Security Guard Supervisors for a fitness for duty exam upon County's request.
- 7.1.7 When starting work at a Location that is new to the Security Guard or Security Guard Supervisor, the Security Guard or Security Guard Supervisor must receive site-specific training, provided by County and/or Security Guard Supervisors, as the case may be, prior to or after beginning work under the Contract, as stated in Site-Specific Post Orders developed and provided by the Department (as described in sub-paragraph 5.1.5.1 - Post Orders of this SOW).
- 7.1.8 Security Guards and Security Guard Supervisors shall provide additional services, such as building and parking security services, as determined by County and as stated in Site-Specific Post Orders provided by the Department (as described in sub-paragraph 5.1.5.1 - Post Orders of this SOW).

## 7.2 General Performance Requirements

Security Guards and Security Guard Supervisors are required to perform the following general performance work requirements:

- 7.2.1 Security Guards and Security Guard Supervisors shall not eat, read, or use personal radios, cellular telephones, televisions, any kind of electronic entertainment devices, Compact Disc players, or tape players at their Posts at any time.
- 7.2.2 Security Guards and Security Guard Supervisors shall be punctual, remain awake, alert, and attentive during their shifts, without exception.

7.2.3 Security Guards and Security Guard Supervisors shall report to work attired in full uniform as specified in sub-paragraph 6.4.1 - Uniforms/

Identification Badges of this SOW with all required equipment/accessories as specified in sub-paragraph 6.4.2 - Security Guard Equipment/Accessories and sub-paragraph 6.4.3 - Armed Security Guard Equipment/Accessories of this SOW, and with all materials and equipment as specified in sub-paragraph 6.4.4 - Materials and Equipment of this SOW.

7.2.4 Security Guards and Security Guard Supervisors shall not remove or borrow items owned by County employees. Such items include, but are not limited to, radios, heaters, fans, etc.

7.2.5 Contractor is responsible for filling assigned Posts at all times according to the schedule set forth in Attachment 2 - Minimum Staffing Plan by SPA of this SOW. Security Guards and Security Guard Supervisors shall not leave their assigned Posts until properly relieved. Contractor shall be responsible for payment of relief staff. County will not incur additional cost for any relief staff.

7.2.6 Security Guards and Security Guard Supervisors shall not use any County telephones except for the purpose of making or receiving calls to or from their supervisors, emergency contacts, or County representatives.

7.2.7 Security Guards and Security Guard Supervisors shall present a businesslike demeanor at all times. Excessive socializing with the public, County employees, or other Security Guards and Security Guard Supervisors during working hours is prohibited.

7.2.8 Security Guards and Security Guard Supervisors shall maintain their Post desk in a neat and presentable manner.

7.2.9 Security Guards and Security Guard Supervisors shall have a good working knowledge of self-defense and lawful public restraint procedures.

7.2.10 Security Guards and Security Guard Supervisors shall react quickly and take command of emergent security incidents and use sound judgment and discretion in handling unruly members of the public.

7.2.11 Security Guards and Security Guard Supervisors, and other Contractor employees shall not bring visitors, firearms (other than Security Guard or Security Guard Supervisor's Contractor-issued firearm), or contraband into Locations.

7.2.12 Security Guards and Security Guard Supervisors shall follow all Federal, State and local laws that apply to the provision of security guard services, particularly those dealing with arrest, licensing, training, and certifications as set forth in California Penal Code sections 830.1 through 854 and with all Department rules and regulations.

### 7.3 Security Guard Duties, Restrictions, and Obligations

Security Guard duties shall include, but shall not be limited to, the following duties:

7.3.1 Sign-in and sign-out each day using both an Electronic Post Confirmation System and a hard copy Security Guard Sign In/Out Sheet, provided by the Contractor and located at each Post. Guards shall report to work on time and hold over on assigned duties until relieved.

7.3.2 Operate weapon screening equipment, including x-ray machine and magnetometers, both screen-operated and hand-held, if required.

7.3.3 Cover an assignment at a fixed Post or patrol an area or Location for the purpose of detecting and preventing individuals or groups from committing acts which are injurious to other individuals or to property.

- 7.3.4 Detain individuals for further investigation or arrest when circumstances and conditions warrant such action.
- 7.3.5 Intervene when necessary to prevent injurious acts to persons or property, conduct searches, as required, for firearms and contraband, and provide details on individuals for investigations, detention, or arrest.
- 7.3.6 Visually screen packages and parcels carried in and out of a Location to secure against theft and prepare written records of contents. Ensure transmittal forms contain authorized signature to accompany materials and items being removed from the Location.
- 7.3.7 Investigate questionable acts or behavior observed or reported on County property, and question witnesses and suspects to ascertain or verify facts.
- 7.3.8 Answer questions and provide escort services as duties permit, to members of the public or County employees.
- 7.3.9 Monitor the security of safes and secure areas within each Location where equipment or items of value are stored.
- 7.3.10 Lock and unlock gates and doors as directed in Post Orders or by Facility Administrator.
- 7.3.11 Turn off and/or dim lights, and close window coverings at a Location as directed in General Post Orders, Site-Specific Post Orders, or by Facility Administrator.
- 7.3.12 Ensure that only authorized personnel are permitted access to closed or restricted Locations or areas, and detain unidentified or unauthorized individuals. Visually inspect all persons, including County employees, for proper identification and require such individuals to sign in and sign out of a Location, as required in General Post Orders, Site-Specific Post Orders or by Facility Administrator.

- 7.3.13 Raise and lower flags at designated times according to General Post Orders, Site-Specific Post Orders, or as directed by Facility Administrator.
- 7.3.14 Respond to reports of ill or injured visitors, patrons, or employees; render first aid and notify local law enforcement and/or Department personnel or Location administrator, as soon as practicably feasible if further assistance is necessary or desirable.
- 7.3.15 Relay reports of bomb threats immediately to local law enforcement, and/or Department personnel, or Location administrator; participate in bomb searches organized by County Services Bureau or other law enforcement agency personnel.
- 7.3.16 Respond to scene of locally-activated fire, burglary, or other alarms, evaluate the situation, and take appropriate action.
- 7.3.17 Monitor building alarm systems and electronic surveillance equipment, such as closed circuit television (CCTV) monitors, in buildings, halls, or parking lots, as required in General Post Orders, Site-Specific Post Orders, or as directed by Facility Administrator.
- 7.3.18 Receive additional training in the use of County and/or Contractor-provided radio equipment, including knowledge of all appropriate codes, and ensure that such equipment is properly used, stored and maintained as required by Location. County radios are provided only when Security Guards need to be in contact with the Department's County Services Bureau personnel. Contractor is required to provide all radios for Security Guards and at least one radio for each Facility Administrator as specified in sub-paragraph 6.4.4.1 - Radios of this SOW.
- 7.3.19 Conduct regular patrols of Locations, utilizing Contractor-issued motor vehicles, as required in General Post Orders, Site-Specific Post Orders, or as directed by Facility Administrator.

7.3.20 Possess knowledge of the following:

- a) Working knowledge of assigned Location;
- b) Procedures for reporting and/or correcting hazardous conditions. Report safety hazards, malfunctioning equipment, liquid spills, and other such matters to the appropriate Department personnel and/or Location administrator and/or emergency agency.

7.3.21 Monitor parking as directed in General Post Orders, Site-Specific Post Orders, or as directed by Facility Administrator.

7.3.22 Properly maintain and handle safely all firearms and batons (armed Security Guards and Security Guard Supervisors only).

- a) Security Guards shall not store any firearms, firearm accessory, baton, ammunition, or Sam/Sally Browne belt at any Location where services under the Contract are being provided, unless specifically authorized, in writing, by County Project Director. County shall not be responsible for storage of Contractor firearms at any Location.
- b) Security Guards shall not remove firearms, batons, Sam/Sally Browne belts from their persons or leave such items unattended at any Location, unless under extreme emergency or in a life threatening situation, or unless specifically authorized, in writing, by County Project Director.
- c) Firearms and batons shall not be utilized as a measure of threat or intimidation, but shall be used only in life threatening or restraint situations.
- d) Armed Security Guards and Security Guard Supervisors shall not clean firearms at any Location at any time.

- e) Armed Security Guards and Security Guard Supervisors shall not bring in, and shall not use, unauthorized firearms, holsters, and ammunition at any Location at any time.
- f) In the event of an incident involving serious misuse of authority or violation of firearm regulations by Security Guard or any Contractor employees, County Project Manager may proceed with and conduct an administrative investigation. Contractor shall fully cooperate with County in such situation, including, but not limited to, submitting documentation requested by County Project Manager, and allowing Contractor employees to be interviewed at a Location designated by County Project Manager.
- g) Contractor shall maintain all firearms, ammunition, and accessories in good working condition.
- h) Firearms and ammunition used by armed Security Guards and Security Guard Supervisors shall be subject to inspection by sworn Department supervisory personnel at any time.
- i) Armed Security Guards and Security Guard Supervisors shall adhere to regulations regarding proper use of firearms as set forth in California Penal Code sections 830.1 through 854.

#### 7.4 Security Guard Supervisor Duties

Security Guard Supervisor duties shall include, but shall not be limited to, the following duties:

- 7.4.1 Provide direction and instruction to Post and/or patrolling Security Guards by making daily rounds of assigned Locations and monitoring Security Guards' performance under this Contract.

- 7.4.2 Explain post procedures which are outlined in General Post Orders and Site-Specific Post Orders to assigned Security Guards.
- 7.4.3 Immediately respond to on-site emergencies, providing support as needed.
- 7.4.4 Provide training to Security Guards under his/her supervision and ensure that each Security Guard fully understands the duties and services to be provided under this Contract, prior to Security Guard starting work as set forth throughout the Contract.
- 7.4.5 Be available for inspections from County Services Bureau Contract Monitors and other County Services Bureau personnel.
- 7.4.6 Be available to the Security Guards under his/her supervision at all times during the assigned shift.
- 7.4.7 Provide technical and administrative advice to Security Guards as appropriate.
- 7.4.8 Ensure that assigned Security Guard coverage is appropriate and adequate to meet County requirements.
- 7.4.9 Inform subordinates of any deviations from acceptable practices and procedures, instruct Security Guards on the proper methods and procedures, and explain conditions in which deviations are permissible.
- 7.4.10 Respond to requests from Security Guards for assistance.
- 7.4.11 Have a thorough knowledge of radio usage and codes, and train Security Guards in these areas.
- 7.4.12 Conduct investigations of incidents and prepare a written memorandum or SIR as appropriate.



7.4.13 Drive a Contractor-provided motor vehicle to the different assigned Locations.

7.4.14 Sign-in and sign-out at visited Locations. A Security Guard Supervisor shall sign in/out using both the Electronic Post Confirmation System and the hard copy sign-in/ sign-out sheet, provided by the Contractor, to record each Location visited.

7.4.15 Provide relief for Security Guard breaks and meals as required.

## 7.5 Post Commander Duties

Post Commander duties shall include, but shall not be limited to, the following duties:

7.5.1 Provide direction and instruction to Post and/or patrolling Security Guard Supervisors by making daily rounds of assigned Location(s) and monitoring Security Guard Supervisors' performance under this Contract.

7.5.2 Explain post procedures which are outlined in General Post Orders and Site-Specific Post Orders to assigned Security Guard Supervisors.

7.5.3 Immediately respond to on-site emergencies, providing support as needed.

7.5.4 Provide training to Security Guard Supervisors under his/her supervision and ensure that each Security Guard Supervisor fully understands the duties and services to be provided under this Contract, prior to Security Guard Supervisor starting work as set forth throughout the Contract.

7.5.5 Be available for inspections from County Services Bureau Contract Monitors and other County Services Bureau personnel.

7.5.6 Be available to the Security Guard Supervisors under his/her supervision at all times during the assigned shift.

- 7.5.7 Provide technical and administrative advice to Security Guard Supervisors as appropriate.
- 7.5.8 Ensure that assigned Security Guard Supervisor coverage is appropriate and adequate to meet County requirements.
- 7.5.9 Inform subordinates of any deviations from acceptable practices and procedures, instruct Security Guard Supervisors on the proper methods and procedures, and explain conditions in which deviations are permissible.
- 7.5.10 Respond to requests from Security Guard Supervisors for assistance.
- 7.5.11 Have a thorough knowledge of radio usage and codes, and train Security Guard Supervisors in these areas.
- 7.5.12 Conduct investigations of incidents and prepare a written memorandum or SIR as appropriate.
- 7.5.13 Drive a Contractor-provided motor vehicle to the different assigned Locations as required.
- 7.5.14 Sign-in and sign-out at assigned Locations. A Post Commander shall sign in/out using both the Electronic Post Confirmation System and the hard copy sign-in/ sign-out sheet, provided by the Contractor, to record each Location visited.
- 7.5.15 Ensure all security and safety equipment is accounted for and maintained in good working order.
- 7.5.16 Conduct Security Guard and Security Guard Supervisor inspections and appraisals.

7.5.17 Ensure newly hired and/or newly assigned Security Guards and Security Guard Supervisors are trained appropriately and all related documentation is completed.

7.5.18 Act as liaison for security company, County Services Bureau, and Facility; providing accurate, timely, and responsive verbal and written communications, and attending all safety-related meetings, as required.

#### 7.6 Watch Supervisor Duties

Watch Supervisor duties shall include, but are not limited to, the following duties:

7.6.1 Direct Security Guards and Security Guard Supervisors during an assigned shift at a Location.

7.6.2 Ensure that the watch operates with integrity, providing a safe and secure environment in which all County requirements are met.

7.6.2 Ensure all Posts are filled and Security Guards and Security Guard Supervisors report to their assigned Posts at the start of the shift on time and Posts remain filled throughout the shift.

7.6.3 Assume responsibility in an emergent situation, establishing incident command, and reporting to the CSB Watch Commander as soon as the situation allows and it is safe to do so.

7.6.4 Maintain an accurate and timely log throughout the shift. Prepare reports as required in the General Post Orders and/or Site-Specific Post Orders.

7.6.5 Prepare Security Incident Reports and make notifications, as required, for any security incidents that occur during the shift.

7.6.6 Provide information to the next shift, verbally and/or in writing, for all reportable information as required by the General Post Orders and Site Specific Post Orders for the Location.

## **8.0 REPORTING REQUIREMENTS**

Contractor and/or Contractor employees shall prepare, submit, and maintain documents and reports pursuant to the Contract, including this SOW. Contractor shall submit documents at the frequency specified in the Contract, including this SOW.

### **8.1 Invoices**

Contractor shall furnish to County, in a timely manner, true, accurate, and complete Monthly Invoice(s), with all necessary supporting documentation, as set forth in sub-paragraph 5.5 - Invoices and Payments of the Contract.

### **8.2 Quality Control Plan**

Contractor shall maintain, update as necessary and provide to County Project Manager, immediately upon request, a detailed Quality Control Plan as specified in Section 3.0 - Quality Control of this SOW.

### **8.3 Monthly Inspection Report**

A Monthly Inspection Report (MIR) is to be completed by the tenth (10<sup>th</sup>) calendar day of each month for each Location for which services were provided, according to Attachment 2 - Minimum Staffing Plan by SPA of this SOW, which shall provide full details on all services provided, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action shall be provided. A complete record of all MIRs conducted by Contractor shall be made available upon request by County. Contractor shall maintain all MIR records and reports for five (5) years following termination of the Contract.

### **8.4 Recruitment Plan**

Contractor shall inform County of how they intend to recruit and maintain a pool of additional personnel (as described in sub-paragraph 6.3.1 of this SOW) to provide services under the Contract by providing to County Project Manager a detailed recruitment plan at least ten (10) calendar days prior to commencing work under the Contract and make changes as recommended by County.

#### 8.5 Procedural Manual

Contractor shall develop and provide a procedural manual describing how Contractor will inform their employees of procedural changes made by County or other entity to its employees, at least ten (10) Business Days prior to commencing work under the Contract.

#### 8.6 Background Investigation Clearance Report

Contractor shall forward a Background Investigation Clearance Report to County Project Manager by the tenth (10<sup>th</sup>) calendar day of each month. The Background Investigation Clearance Report shall include employee name, Location, guard registration card number (if applicable), and date background cleared by County.

#### 8.7 Complaint Investigation Procedures

Within ten (10) Business Days prior to commencing work under the Contract, Contractor shall develop, maintain, and follow procedures for receiving, investigating and responding to complaints by Security Guards, Security Guard Supervisors, members of the public, and/or County personnel as set forth in sub-paragraph 8.5 - Complaints of the Contract.

#### 8.8 Firearms List

8.8.1 For every Security Guard and Security Guard Supervisor performing services under the Contract, Contractor shall provide a list of firearms to County Project Manager, with the make, manufacturer, and serial number

of each Security Guard or Security Guard Supervisor's firearm. The firearms list shall be provided prior to a Security Guard or Security Guard Supervisor being assigned to a Location. Contractor is responsible for providing an updated list when changes occur.

8.8.2 Contractor shall be responsible for keeping the firearms list up-to-date, adding or deleting personnel, and noting other changes as appropriate. Contractor shall provide County Project Manager with updated firearms list upon request.

8.8.3 County Project Manager shall verify the firearms list on at least an annual basis during the term of the Contract to make sure that the firearms list is current and accurate.

#### 8.9 Security Guard and Security Guard Supervisor Training Program Reports

##### 8.9.1 Training Tracker, Training Compliance Report, and Notification of Required County Training

- a) Contractor shall ensure that all Security Guard and Security Guard Supervisors remain current in all required training and certifications, including required updates provided by County.
- b) Contractor shall establish a method of tracking all required certificates, training, and training updates needed to maintain compliance with this Contract.
- c) Contractor shall provide a Training Compliance Report at the time of the quarterly performance evaluation meetings, or as requested by County Project Manager.
- d) Contractor shall request annual County-required training, as specified in sub-paragraph 6.5.2.1 of this SOW, by providing a Notification of Required County Training to County Project Manager

at least sixty (60) calendar days prior to the date annual training is needed, to allow time for coordination and scheduling of the

necessary training with County providers. The content of County and Contractor training plans are subject to change at the sole discretion of County.

- e) A Training Compliance Report shall be kept in each employee's Training File and shall include:
  - 1. Name of Security Guard or Security Guard Supervisor;
  - 2. Title of training;
  - 3. Date completed;
  - 4. Number of hours;
  - 5. Certificate of completion received;
  - 6. Future training and date needed.

#### 8.9.2 In-Service Training Report

Contractor shall provide a monthly report of all in-service training (training received while providing services at a Location) to County Project Manager by the tenth (10th) calendar day of the following month in which training was completed. Report shall be in spreadsheet format and include the following: Location name, guard last name, guard first name, guard card number, date of training, name of in-service training, type of training (computer, class, handout, demonstration), brief description of training, and attach course description if available.

#### 8.9.3 Security Guard and Security Guard Supervisor Training File

8.9.3.1 Contractor shall be responsible for maintaining a Training File for each employee assigned to provide services under the Contract. The Training File shall contain copies of: completed Contractor background investigation records; records of training received from Contractor or County with dated certificates of completion; current cards, licenses, and certifications; a brief biological sketch of the employee; and any additional information as required by County. The Training File shall be kept by Contractor, updated with current information on an on-going basis, and made available for inspection upon request by County, state, or federal representatives. On-site storage and retrieval of Security Guard and Security Guard Supervisor Training Files may be required, based on the needs of the Location where services are performed.

8.9.3.2 The Training File shall include, but shall not be limited to, the following current certifications and information:

- a) Annual Performance Evaluations as required in subparagraph 6.3.7 - Annual Performance Evaluations of this SOW;
- b) Current Cardiopulmonary Resuscitation Certificate (CPR) Card for Adult, Child and Infant, issued by American Red Cross or equivalent provider;
- c) Current First Aid Certificate for Adult, Child and Infant, issued by American Red Cross or equivalent provider;
- d) Current Guard Registration Card issued by the California Department of Consumer Affairs (DCA), Bureau of Security and Investigative Services (BSIS);



- e) Current permit for baton pursuant to Section 12002 of the California Penal Code;
- f) Current POST certification in the use of baton;
- g) Current permit to carry ten percent (10%) solution of oleoresin capsicum (pepper spray).
- h) Current California Firearm Permit (armed Security Guards and Security Guard Supervisors only);
- i) Current State of California Firearms Qualification Card – twice per year, first six months of year and second six months of year (armed Security Guards and Security Guard Supervisors only);
- j) Valid California Class “C” Driver’s License and/or Identification Card (Driver’s License only if required by position);
- k) Record of Radio Procedures Training;
- l) Record of crisis intervention techniques training (if required); and
- m) Record of training as specified in Attachment 3 - Training Outline and Paragraph 6.5 - Security Guard and Security Guard Supervisor Training Requirements of this SOW; and
- n) Record of The Joint Commission (TJC) compliance requirement training (if required); and
- o) Record of Location-specific employee training.

#### 8.10 Notification of Infectious Potential

8.10.1 Contractor shall immediately notify the County Project Manager of any Security Guard or Security Guard Supervisor reporting contact with, or evidencing signs or symptoms indicating the presence of, an infectious disease. Any Security Guard or Security Guard Supervisor determined to have infectious potential shall be removed from his/her Post until it has been determined that the individual is no longer infectious as evidenced by a doctor's note.

8.10.2 County may provide, without incurring liability, referrals to Contractor and its Security Guards and Security Guard Supervisors with respect to health examinations, vaccinations, or other medical treatment which may be necessitated as a result of infection potential notification.

8.10.3 Contractor shall, utilizing available public information, make its employees aware of recommended vaccinations for diseases that can be prevented by vaccination.

#### 8.11 Security Guard and Security Guard Supervisor Medical Records

8.11.1 To the extent expressly authorized by law, Security Guard, Security Guard Supervisor, Program Manager, and Program Supervisor medical records shall be maintained and made available for review upon the request of appropriate County personnel, local, or State health officials. The County Department of Health Services and Department of Public Health may need to access the medical records in the event of a TJC review and/or medical outbreak. On-site storage and retrieval of some Security Guard, Security Guard Supervisor, Program Manager, and Program Supervisor medical records may be required, based on the needs of the Location where services are to be performed.

#### 8.12 Illness and Injury Prevention Program

Contractor shall provide County Project Manager with a copy of Contractor's CAL/OSHA-compliant Illness and Injury Prevention Program (IIPP) prior to commencement of services under the Contract.

#### 8.13 Daily/Weekly Reporting Documents

Contractor shall maintain Security Guard and Security Guard Supervisor Sign In/Out Sheets, and Daily Activity Reports (DAR) at each Location where services are provided. The completed Sign In/Out Sheets shall be submitted with monthly invoices to County Project Manager, or designee, for review. Records shall include, but may not be limited to:

##### 8.13.1 Security Guard Sign In/Out

Security Guards must sign in upon arrival at Post and sign out at the end of each shift using both an Electronic Post Confirmation System and a hard copy Security Guard Sign In/Out Sheet.

##### 8.13.2 Security Guard Supervisor Sign In/Out Sheet

Security Guard Supervisors shall sign in and out at each Location when making their rounds using both an Electronic Post Confirmation System and a hard copy Security Guard Supervisor Sign In/Out Sheet.

##### 8.13.3 Security Guard Daily Activity Report (DAR)

Security Guards shall note the time and briefly describe events that have taken place each day, such as theft, fire, unauthorized entry to secured area, property damage, bodily injury, etc. DAR shall be completed at the end of each shift and available for inspection at the beginning of the next shift.

#### 8.13.4 Security Guard Supervisor Daily Activity Report (DAR)

Security Guard Supervisors shall, while conducting patrol in Contractor-furnished motor vehicles, note their starting and ending mileage when making the rounds, Locations visited, guards inspected, training completed, relief given for breaks or meal periods, records reviewed, Department personnel encountered, County Services Bureau Contract Monitors contacted, and any Contract Discrepancy Report follow-up completed. DAR notations are to be made following each Location visit. DAR shall be completed at the end of each shift and available for inspection at the beginning of the next shift.

#### 8.14 Security Incident Report (SIR)

8.14.1 Security Guards and Security Guard Supervisors shall report any lost, theft, or misuse or any Contractor-owned or County-owned equipment immediately to Contractor Project Manager by phone or email. Preliminary notification is to be followed by written memorandum or a Security Incident Report (SIR) by the end of shift. Written documentation shall include: report date, date, time, and Location where item became lost or was stolen, description of missing item, serial number (if applicable), Contractor and County employees assigned to Post. Contractor Project Manager will notify and provide written documentation to County Project Manager, as specified in Section 8.0 - Reporting Requirements of this SOW.

8.14.2 Security Guards and Security Guard Supervisor shall report the loss, theft, or misuse of any weapon, baton, Sam/Sally Browne belt, or ammunition immediately to the Contractor Project Manager. A written memorandum or a SIR shall be submitted to the County Project Manager describing the missing item, serial number, date of incident and name of

employee assigned to Location.

- 8.14.3 Security Guards or Security Guard Supervisors shall immediately report to County Project Manager any incidents requiring fire, law enforcement, health authorities and/or Facility Administrator response; on any incidents involving: arrest/detention of member of the public or County employee, assault, force used by security guard, act or threat of physical violence, attempted suicide, bomb threat, death at the Location, shooting, natural or manmade disaster, incident involving a restraining order, evacuation or partial evacuation, visit by regulatory authorities such as CAL-OSHA, TJC, fire, theft, flood, hazardous materials, hostage or barricade, mechanical or power failure, discharge of firearms, bodily injury, allegation of sexual harassment or contact by administrator involving Security Guard. Security Guards or Security Guard Supervisors shall immediately follow up on these incidents by preparing a written memorandum or a SIR. Written documentation shall describe the incidents in detail, and be submitted to the County Project Manager before the end of the shift, or if incidents occur after hours, the next morning.
- 8.14.4 Report all incidents of an emergent nature that may involve potential property damage or personal injury to Security Guard Supervisor. Security Guard Supervisor shall report the incidents to County Services Bureau Watch Commander, as outlined in Post Orders:
- a) Immediately request appropriate emergency aid.
  - b) Notify Contractor Project Manager as soon as practicably feasible
  - c) Prepare a written memorandum or SIR, as required, and submit to Contractor Project Manager by the end of the shift or if incidents occur after hours, the next morning.

- 8.14.5 Any damage or injury resulting from the accidental discharge of a Security Guard's or Security Guard's Supervisor firearm shall be the sole liability of Contractor. Security Guard or Security Guard Supervisor shall notify the County Services Bureau Watch Commander immediately of any accidental discharge and submit a SIR to County Project Manager within one (1) hour of incident.

**SOW ATTACHMENT 1  
LOCATIONS / ADDRESSES  
ARMED AND UNARMED SECURITY GUARD SERVICES  
ALL SERVICE PLANNING AREAS**

The County of Los Angeles operates numerous facilities, hospitals, and clinics within eight (8) Service Planning Areas in Los Angeles County. These locations offer a wide range of services to the public who reside in all areas of the County.

LOC	CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	CSS	ANTELOPE VALLEY SENIOR CENTER	777 JACKMAN STREET	LANCASTER	CA	93534	1	ANTELOPE VALLEY
2	CSSD	DIVISION 6 PALMDALE	42281 10TH STREET WEST	LANCASTER	CA	93435	1	ANTELOPE VALLEY
3	DCFS	PALMDALE OFFICE	39959 SIERRA HIGHWAY	PALMDALE	CA	93550	1	ANTELOPE VALLEY
4	DCFS	LANCASTER OFFICE (#2)	300 E AVENUE K-6, SUITE A	LANCASTER	CA	93534	1	ANTELOPE VALLEY
5	*DCFS	LANCASTER OFFICE	1150 E AVENUE J	PALMDALE	CA	93535	1	ANTELOPE VALLEY
6	DHS	GLENCHUR CLINIC	45120 EAST 60th STREET WEST	LANCASTER	CA	93536	1	ANTELOPE VALLEY
7	DHS	HIGH DESERT REGIONAL HEALTH CENTER	335 EAST AVENUE I	LANCASTER	CA	93534	1	ANTELOPE VALLEY
8	DHS	HIGH DESERT HEALTH SYSTEMS	44900 NORTH 60TH STREET WEST	LANCASTER	CA	93536	1	ANTELOPE VALLEY
9	DHS	LAKE LA CARE CENTER	16921 EAST AVENUE O, SPACE G	LAKE LOS ANGELES	CA	93535	1	ANTELOPE VALLEY
10	DHS	LITTLE ROCK CARE CENTER	8201 PEARBLOSSOM HIGHWAY	LITTLE ROCK	CA	93543	1	ANTELOPE VALLEY
11	DHS	SOUTH VALLEY MEDICAL CENTER	38350 40TH STREET EAST	PALMDALE	CA	93550	1	ANTELOPE VALLEY
12	DHS	ANTELOPE VALLEY HEALTH CENTER	335-B EAST AVENUE K-6	PALMDALE	CA	93526	1	ANTELOPE VALLEY
13	DPSS	PALMDALE MAXIMUS	1050 EAST PALMDALE BLVD SUITE 204	PALMDALE	CA	93550	1	ANTELOPE VALLEY
14	DPSS	LANCASTER GR	337 EAST AVENUE K-10	LANCASTER	CA	93535	1	ANTELOPE VALLEY
15	DPSS	LANCASTER IHSS	335-C EAST AVENUE K-6	LANCASTER	CA	93535	1	ANTELOPE VALLEY
16	DPSS	LANCASTER IHSS LANCASTER LIBRARY	335-C EAST AVENUE K-6	LANCASTER	CA	93535	1	ANTELOPE VALLEY
17	DPSS	LANCASTER	349-B EAST AVENUE K-6	LANCASTER	CA	93535	1	ANTELOPE VALLEY
18	DPSS	LANCASTER GR/GROW (JVS)	237 EAST AVENUE M	LANCASTER	CA	93535	1	ANTELOPE VALLEY
19	* LIB	LANCASTER LIBRARY	601 WEST LANCASTER BLVD	LANCASTER	CA	93534	1	ANTELOPE VALLEY
20	MH	PALMDALE MHC	1529 EAST PALMDALE BLVD SUITE 150	PALMDALE	CA	93550	1	ANTELOPE VALLEY
21	MH	SPECIALIZED FOSTER CARE	2333-A EAST PALMDALE BOULEVARD	PALMDALE	CA	93550	1	ANTELOPE VALLEY
22	MH	ANTELOPE VALLEY MHC	349-A EAST AVENUE K-6	LANCASTER	CA	93535	1	ANTELOPE VALLEY
23	MH	ANTELOPE VALLEY WELLNESS CTR	251 EAST AVENUE K-6	LANCASTER	CA	93535	1	ANTELOPE VALLEY
24	PH	ACTON REHABILITATION CENTER	30501 ARRASTRE CANYON ROAD	ACTON	CA	93510	1	ANTELOPE VALLEY
25	PROB	ANTELOPE VALLEY JUVENILE	321 EAST AVENUE K-4	LANCASTER	CA	93535	1	ANTELOPE VALLEY
26	PROB	ANTELOPE VALLEY AB 109	43423 DIVISION STREET	LANCASTER	CA	93535	1	ANTELOPE VALLEY
27	PROB	CHALLENGER YOUTH CAMP	5300 WEST AVENUE I	LANCASTER	CA	93535	1	ANTELOPE VALLEY
28	RR/CC	LANCASTER	1040 WEST J STREET	LANCASTER	CA	93535	1	ANTELOPE VALLEY
28	10 DEPARTMENTS			5 CITIES		SPA 1		ANTELOPE VALLEY

\* No current services

County of Los Angeles  
Sheriff's Department

Armed and Unarmed Security Guard Services  
Appendix A - Statement of Work  
Attachment 1 - Locations/Address

**SOW ATTACHMENT 1  
LOCATIONS / ADDRESSES  
ARMED AND UNARMED SECURITY GUARD SERVICES  
ALL SERVICE PLANNING AREAS**

LOC	CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	CEO	ZEV YAROSLAVSKY FAMILY SUPPORT CENTER	7555 VAN NUYS BOULEVARD	VAN NUYS	CA	91405	2	SAN FERNANDO
2	* CSS	SAN FERNANDO VALLEY SERVICE CENTER	7555 VAN NUYS BOULEVARD	VAN NUYS	CA	91405	2	SAN FERNANDO
3	* CSS	SANTA CLARITA VALLEY SERVICE CENTER	24271 SOUTH MAIN STREET	NEWHALL	CA	91321	2	SAN FERNANDO
4	* CSSD	DIVISION ONE ENCINO CSSD	15531 VENTURA BOULEVARD	ENCINO	CA	91436	2	SAN FERNANDO
5	DCFS	CHATSWORTH	20151 NORDHOFF STREET	CHATSWORTH	CA	91311	2	SAN FERNANDO
6	DCFS	SANTA CLARITA	28490 AVENUE STANFORD, SUITE 100	SANTA CLARITA	CA	91355	2	SAN FERNANDO
7	DHS	OLIVE VIEW UCLA MEDICAL CENTER	14445 OLIVE VIEW DRIVE	SYLMAR	CA	91342	2	SAN FERNANDO
8	DHS	MID VALLEY	7515 VAN NUYS BOULEVARD	VAN NUYS	CA	91405	2	SAN FERNANDO
9	DHS	SAN FERNANDO HEALTH CENTER	1212 PICO BOULEVARD	SAN FERNANDO	CA	91346	2	SAN FERNANDO
10	DPSS	BURBANK IHSS	3307 GLENOAKS BOULEVARD	BURBANK	CA	91504	2	SAN FERNANDO
11	DPSS	CSC III	9451 CORBIN AVENUE	NORTHRIDGE	CA	91324	2	SAN FERNANDO
12	DPSS	WEST VALLEY	21415 PLUMMER STREET, SUITE B	CHATSWORTH	CA	91311	2	SAN FERNANDO
13	DPSS	CHATSWORTH IHSS	21615 PLUMMER STREET	CHATSWORTH	CA	91311	2	SAN FERNANDO
14	* DPSS	EAST VALLEY	14545 LANARK STREET	PANORAMA CITY	CA	91402	2	SAN FERNANDO
15	DPSS	GLENDALE	4680 SAN FERNANDO ROAD	GLENDALE	CA	91204	2	SAN FERNANDO
16	* DPSS	GROW (JSPC/REP)	301 E GLENOAKS BOULEVARD, SUITE 6	GLENDALE	CA	91207	2	SAN FERNANDO
17	DPSS	SAN FERNANDO BRANCH	9188 GLENOAKS BOULEVARD	SUN VALLEY	CA	91352	2	SAN FERNANDO
18	DPSS	SANTA CLARITA	27233 CAMP PLENTY ROAD	CANYON COUNTRY	CA	91351	2	SAN FERNANDO
19	DPSS	GLENDALE GR/GROW (JVS)	315 ARDEN AVENUE, SUITE 18	GLENDALE	CA	90212	2	SAN FERNANDO
20	DPSS	SAN FERNANDO GR/GROW (JVS)	8745 GLENOAKS BOULEVARD	SUN VALLEY	CA	91352	2	SAN FERNANDO
21	MH	VALLEY COORDINATED CHILDREN'S SERVICES	19231 VICTORY BOULEVARD, SUITE 110	RESEDA	CA	91335	2	SAN FERNANDO
22	MH	SAN FERNANDO MHC	10605 BALBOA BOULEVARD	GRANADA HILLS	CA	91344	2	SAN FERNANDO
23	MH	SAN FERNANDO WELLNESS CENTER	10515 BALBOA BOULEVARD	GRANADA HILLS	CA	91344	2	SAN FERNANDO
24	MH	SAN FERNANDO MHC FSP	10515 BALBOA BOULEVARD	GRANADA HILLS	CA	91344	2	SAN FERNANDO
25	MH	SANTA CLARITA VALLEY	23501 CINEMA DRIVE	VALENCIA	CA	91355	2	SAN FERNANDO
26	MH	WEST VALLEY MHC	7621 CANOGA AVENUE	CANOGA PARK	CA	91304	2	SAN FERNANDO
27	MH	WEST VALLEY WELLNESS CENTER	6800 OWENSMOUTH AVENUE, SUITE 160	CANOGA PARK	CA	91303	2	SAN FERNANDO
28	MH	OLIVE VIEW UCLA - Community Services Project	14659 OLIVE VIEW DRIVE	SYLMAR	CA	91342	2	SAN FERNANDO
29	PH	GLENDALE HEALTH CENTER	501 NORTH GLENDALE AVENUE	GLENDALE	CA	91206	2	SAN FERNANDO
30	PH	NORTH HOLLYWOOD HEALTH CENTER	5300 TUJUNGA AVENUE	NORTH HOLLYWOOD	CA	91601	2	SAN FERNANDO
31	PH	PACOIMA HEALTH CENTER	13300 VAN NUYS BOULEVARD	PACOIMA	CA	91328	2	SAN FERNANDO
32	PH	WARM SPRINGS REHAB CENTER	38200 LAKE HUGHES ROAD	CASTAIC	CA	91310	2	SAN FERNANDO
33	PROB	BARRY J. NIDORF PROBATION	16350 FILBERT STREET	SYLMAR	CA	91342	2	SAN FERNANDO
34	PROB	VAN NUYS DAY REPORTING CENTER	6640 VAN NUYS BOULEVARD	VAN NUYS	CA	91405	2	SAN FERNANDO
35	PROB	EAST SAN FERNANDO VALLEY	14414 DELANO STREET	VAN NUYS	CA	91401	2	SAN FERNANDO
36	PROB	CAMP GONZALES	1301 NORTH LAS VIRGENES ROAD	CALABASAS	CA	91302	2	SAN FERNANDO
37	* PROB	VAN NUYS DAY REPORTING CENTER	7555 VAN NUYS BOULEVARD	VAN NUYS	CA	91401	2	SAN FERNANDO
38	PROB	VALENCIA SUB AREA OFFICE	23759 VALENCIA BOULEVARD	VALENCIA	CA	91355	2	SAN FERNANDO
39	PROB	VAN NUYS AREA OFFICE (MAIN)	14540 HAYNES STREET	VAN NUYS	CA	91411	2	SAN FERNANDO
40	PROB	VAN NUYS JUVENILE INTERVIEW CENTER	7100 VAN NUYS BOULEVARD #206	VAN NUYS	CA	91405	2	SAN FERNANDO
41	PROB	VAN NUYS JUVENILE INVESTIGATION UNIT	7100 VAN NUYS BOULEVARD #214	VAN NUYS	CA	91401	2	SAN FERNANDO
42	PROB	PACOIMA AREA OFFICE AB109	13557 VAN NUYS BOULEVARD	PACOIMA	CA	91331	2	SAN FERNANDO
43	* RR/CC	VAN NUYS	14340 WEST SYLVAN STREET	VAN NUYS	CA	91401	2	SAN FERNANDO
43	10 DEPARTMENTS			20 CITIES		SPA 2		SAN FERNANDO

\* No current services



**SOW ATTACHMENT 1  
LOCATIONS / ADDRESSES  
ARMED AND UNARMED SECURITY GUARD SERVICES  
ALL SERVICE PLANNING AREAS**

LOC	CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	ASSR	EAST DISTRICT ASSESSOR	1190 DURFEE AVENUE	SOUTH EL MONTE	CA	91733	3	SAN GABRIEL
2	* CSS	ALTADENA SENIOR CENTER	560 MARIPOSA STREET	ALTADENA	CA	91001	3	SAN GABRIEL
3	* CSS	CAREER PARTNERS	3505 NORTH HART AVENUE	ROSEMEAD	CA	91770	3	SAN GABRIEL
4	* CSSD	ARBORETA & BOTANIC GARDENS	301 NORTH BALDWIN AVENUE	ARCADIA	CA	91007	3	SAN GABRIEL
5	CSSD	DIVISION 3 POMONA	3179 TEMPLE AVENUE	POMONA	CA	91766	3	SAN GABRIEL
6	DCFS	COVINA ANNEX	1373 EAST CENTER COURT DRIVE	COVINA	CA	91724	3	SAN GABRIEL
7	DCFS	GLEN DORA	725 SOUTH GRAND AVENUE	GLEN DORA	CA	91740	3	SAN GABRIEL
8	DCFS	MACLAREN HALL	4024 NORTH DURFEE AVENUE	EL MONTE	CA	91732	3	SAN GABRIEL
9	DCFS	PASADENA OFFICE	532 EAST COLORADO BOULEVARD	PASADENA	CA	91101	3	SAN GABRIEL
10	DCFS	POMONA OFFICE	801 CORPORATE CENTER DRIVE	POMONA	CA	91766	3	SAN GABRIEL
11	DCFS	KINSHIP RESOURCE CENTER	421 SOUTH GLEN DORA AVENUE	WEST COVINA	CA	91791	3	SAN GABRIEL
12	DHS	EL MONTE CHC	10953 RAMONA BOULEVARD	EL MONTE	CA	91731	3	SAN GABRIEL
13	DHS	LA PUENTE HEALTH CENTER	15930 CENTRAL AVENUE	LA PUENTE	CA	91744	3	SAN GABRIEL
14	* DPSS	ARCADIA PARK	405 S SANTA ANITA AVENUE	ARCADIA	CA	91006	3	SAN GABRIEL
15	DPSS	PASADENA	955 NORTH LAKE AVENUE	PASADENA	CA	91104	3	SAN GABRIEL
16	DPSS	EL MONTE DISTRICT OFFICE #04	3350 AEROJET AVENUE	EL MONTE	CA	91731	3	SAN GABRIEL
17	DPSS	CSC I	3400 AEROJET AVENUE, 5TH FLOOR	EL MONTE	CA	91731	3	SAN GABRIEL
18	DPSS	ELMONTE III JOB CLUB - PTS	11411 VALLEY BOULEVARD	EL MONTE	CA	91731	3	SAN GABRIEL
19	DPSS	PASADENA GROW	978 NORTH LAKE AVENUE	PASADENA	CA	91104	3	SAN GABRIEL
20	DPSS	POMONA	2040 WEST HOLT AVENUE	POMONA	CA	91768	3	SAN GABRIEL
21	DPSS	GAIN REGION III - POMONA SUB OFFICE	2255 NORTH GAREY AVENUE	POMONA	CA	91767	3	SAN GABRIEL
22	DPSS	POMONA GROW	416 NORTH GAREY AVENUE	POMONA	CA	91767	3	SAN GABRIEL
23	DPSS	POMONA IHSS	360 EAST MISSION BOULEVARD	POMONA	CA	91766	3	SAN GABRIEL
24	DPSS	GAIN REGION III	3216 NORTH ROSEMEAD BOULEVARD	EL MONTE	CA	91731	3	SAN GABRIEL
25	DPSS	CROSSROADS CAMPUS	12820, 12860 & 12900 CROSSROADS PKWY	CITY OF INDUSTRY	CA	91746	3	SAN GABRIEL
26	* DPSS	SAN GABRIEL GROW JOB CLUB	3477 FLETCHER AVENUE	SOUTH EL MONTE	CA	91731	3	SAN GABRIEL
27	DPSS	SAN GABRIEL GR/GROW (MCS)	3505 HART AVENUE	ROSEMEAD	CA	91770	3	SAN GABRIEL
28	DPSS	PASADENA GR/GROW (JVS)	2555 EAST COLORADO BOULEVARD	PASADENA	CA	91107	3	SAN GABRIEL
29	DPSS	POMONA GR/GROW (MCS)	3123 NORTH GAREY AVENUE	POMONA	CA	91767	3	SAN GABRIEL
30	DPSS	MEDI-CAL LONG TERM CARE	17171 EAST GALE AVENUE	CITY OF INDUSTRY	CA	91745	3	SAN GABRIEL
31	* DPSS	MIE/REQAD	3220 ROSEMEAD BOULEVARD	EL MONTE	CA	91731	3	SAN GABRIEL
32	MH	ARCADIA MHC	330 EAST LIVE OAK AVENUE	ARCADIA	CA	91006	3	SAN GABRIEL
33	MH	ARCADIA WELLNESS CTR	301 EAST FOOTHILL BOULEVARD	ARCADIA	CA	91006	3	SAN GABRIEL
34	MH	ARCADIA FSP	2620 CALIFORNIA STREET	MONROVIA	CA	91016	3	SAN GABRIEL
35	* PH	SUBSTANCE ABUSE PREVENTION & CONTROL	1000 SOUTH FREEMONT AVENUE BLDG A-9	ALHAMBRA	CA	91803	3	SAN GABRIEL
36	PH	TELSTAR HEALTH CENTER	9320 TELSTAR AVENUE	EL MONTE	CA	91731	3	SAN GABRIEL
37	PH	MONROVIA HEALTH CENTER	330 WEST MAPLE AVENUE	MONROVIA	CA	91016	3	SAN GABRIEL
38	PH	POMONA HEALTH CENTER	750 PARK AVENUE	POMONA	CA	91766	3	SAN GABRIEL
39	PROB	ALHAMBRA AREA OFFICE	200 WEST WOODWARD AVENUE	ALHAMBRA	CA	91801	3	SAN GABRIEL
40	PROB	POMONA AREA PROBATION	1660 WEST MISSION BOULEVARD	POMONA	CA	91766	3	SAN GABRIEL
41	PROB	RIVERVIEW AREA OFFICE	12310 LOWER AZUSA ROAD	ARCADIA	CA	91006	3	SAN GABRIEL
41	9 DEPARTMENTS			10 CITIES		SPA 3		SAN GABRIEL

\* No current services

County of Los Angeles  
Sheriff's Department

Armed and Unarmed Security Guard Services  
Appendix A - Statement of Work  
Attachment 1 - Locations/Address

**SOW ATTACHMENT 1  
LOCATIONS / ADDRESSES  
ARMED AND UNARMED SECURITY GUARD SERVICES  
ALL SERVICE PLANNING AREAS**

LOC	CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	* BOS	HALL OF ADMIN	500 WEST TEMPLE STRETT	LOS ANGELES	CA	90012	4	METRO
2	* CEO	HALL OF JUSTICE	211 WEST TEMPLE STREET	LOS ANGELES	CA	90012	4	METRO
3	CSS	ADMINISTRATION	3175 WEST SIXTH STREET	LOS ANGELES	CA	90020	4	METRO
4	DCFS	METRO NORTH (BORAX BLDG)	1933 SOUTH BROADWAY	LOS ANGELES	CA	90007	4	METRO
5	DCFS	METROPLEX YOUTH	3530 WILSHIRE BOULEVARD, 4TH FLOOR	LOS ANGELES	CA	90020	4	METRO
6	DCFS	HEADQUARTERS	425 SHATTO PLACE, ROOM 307	LOS ANGELES	CA	90020	4	METRO
7	DCFS	YOUTH WELCOME CENTER (YWC)	2020 ZONAL AVENUE	LOS ANGELES	CA	90089	4	METRO
8	DHS	USC MEDICAL CENTER	1200 NORTH STATE STREET	LOS ANGELES	CA	90033	4	METRO
9	DHS	ADMINISTRATIVE HQ	313 NORTH FIGUEROA STREET	LOS ANGELES	CA	90012	4	METRO
10	DHS	H. CLAUDE HUDSON CHC	2829 SOUTH GRAND AVENUE	LOS ANGELES	CA	90007	4	METRO
11	DPSS	METRO NORTH	2601 WILSHIRE BOULEVARD	LOS ANGELES	CA	90057	4	METRO
12	* DPSS	GAIN (BEVERLY SUB OFFICE)	2910 WEST BEVERLY BOULEVARD	LOS ANGELES	CA	90057	4	METRO
13	DPSS	WILSHIRE SPECIAL	2415 WEST SIXTH STREET	LOS ANGELES	CA	90057	4	METRO
14	DPSS	CIVIC CENTER	813 EAST FOURTH PLACE	LOS ANGELES	CA	90013	4	METRO
15	DPSS	EXPO PARK/GAIN/ASH	3833 SOUTH VERMONT AVENUE	LOS ANGELES	CA	90007	4	METRO
16	DPSS	LINCOLN HEIGHTS	4077 NORTH MISSION ROAD	LOS ANGELES	CA	90032	4	METRO
17	DPSS	METRO FAMILY	2615 SOUTH GRAND AVENUE	LOS ANGELES	CA	90007	4	METRO
18	DPSS	METRO SPECIAL	2707 SOUTH GRAND AVENUE	LOS ANGELES	CA	90007	4	METRO
19	DPSS	WILSHIRE SPECIAL GR/GROW (MCS)	3333 WILSHIRE BOULEVARD	LOS ANGELES	CA	90010	4	METRO
20	* DPSS	DHS - HWLA SITE	1100 CORPORATE CENTER DRIVE #100	MONTEREY PARK	CA	91754	4	METRO
21	* DPSS	HUMAN RESOURCE DIVISION	3435 WILSHIRE BOULEVARD, 2ND FLOOR	LOS ANGELES	CA	90010	4	METRO
22	* TENANTS	HALL OF RECORDS	320 WEST TEMPLE STREET, ROOM B-75	LOS ANGELES	CA	90012	4	METRO
23	ISD	COGEN PLANT	301 NORTH BROADWAY AVENUE	LOS ANGELES	CA	90012	4	METRO
24	ISD	MALL GARAGE PARKING LOT No. 18	500 WEST TEMPLE STREET	LOS ANGELES	CA	90012	4	METRO
25	MH	CAL WORKS	631 MAPLE AVENUE	LOS ANGELES	CA	90014	4	METRO
26	MH	PEI PROGRAM	224 EAST SIXTH STREET	LOS ANGELES	CA	90014	4	METRO
27	MH	DOWNTOWN MENTAL HEALTH MODULAR	640 & 646 SOUTH MAPLE AVENUE	LOS ANGELES	CA	90013	4	METRO
28	MH	HOLLYWOOD WELLNESS CTR	5000 WEST SUNSET BOULEVARD, SUITE 600	LOS ANGELES	CA	90027	4	METRO
29A	MH	HEADQUARTERS	550 SOUTH VERMONT AVENUE, 11TH FLOOR	LOS ANGELES	CA	90020	4	METRO
29B	MH	HEADQUARTERS (CSUN)	550 SOUTH VERMONT AVENUE, 11TH FLOOR	LOS ANGELES	CA	90020	4	METRO
30	MH	DOWNTOWN MHSA FSP	426 SOUTH SAN PEDRO STREET	LOS ANGELES	CA	90013	4	METRO
31	MH	BOB HOPE PATRIOTIC HALL 6TH FLR	1816 SOUTH FIGUEROA STREET	LOS ANGELES	CA	90012	4	METRO
32	* MH	COUNTYWIDE RESOURCE MANAGEMENT	1925 DALY STREET	LOS ANGELES	CA	90031	4	METRO
33	MH	PROJECT 50	521 SOUTH SAN PEDRO STREET	LOS ANGELES	CA	90013	4	METRO
34	MH	SKID ROW MANAGEMENT TEAM	420 EAST 3RD STREET 9TH FLOOR	LOS ANGELES	CA	90013	4	METRO
35	MH	LITTLE TOYKO LOFT	420 SOUTH SAN PEDRO STREET, SUITE G3	LOS ANGELES	CA	90013	4	METRO
36	MH	LTL PARKING LOT	332 SOUTH OMAR STREET	LOS ANGELES	CA	90012	4	METRO
37	MIL & VA	BOB HOPE PATRIOTIC HALL	1816 SOUTH FIGUEROA STREET	LOS ANGELES	CA	90012	4	METRO
38	PH	CENTRAL HEALTH CENTER	241 NORTH FIGUEROA STREET	LOS ANGELES	CA	90012	4	METRO
39	PROB	CENTRAL JUVENILE HALL	1605 EAST LAKE AVENUE	LOS ANGELES	CA	90033	4	METRO
39	11 DEPARTMENTS			1 CITY		SPA 4		METRO

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County of Los Angeles  
Sheriff's Department

Armed and Unarmed Security Guard Services  
Appendix A - Statement of Work  
Attachment 1 - Locations/Address

**SOW ATTACHMENT 1  
LOCATIONS / ADDRESSES  
ARMED AND UNARMED SECURITY GUARD SERVICES  
ALL SERVICE PLANNING AREAS**

LOC	CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	* ARTS	JOHN FORD ANSON THEATER	2580 CAHUENGA BOULEVARD EAST	LOS ANGELES	CA	90068	5	WEST
2	CSSD	CENTRAL CIVIL COURT WEST	600 SOUTH COMMONWEALTH AVENUE, 18TH FLOOR	LOS ANGELES	CA	90005	5	WEST
3	DCFS	WEST LOS ANGELES	5757 WILSHIRE BOULEVARD	LOS ANGELES	CA	90036	5	WEST
4	* DPSS	GROW JOB CLUB	1646 SOUTH OLIVE STREET, SUITE 903	LOS ANGELES	CA	90015	5	WEST
5	DPSS	RANCHO PARK	11110 WEST PICO BOULEVARD	LOS ANGELES	CA	90064	5	WEST
6	DPSS	RANCHO PARK GR/GROW (MCS)	3126 SOUTH SEPULVEDA BOULEVARD	LOS ANGELES	CA	90034	5	WEST
7	DPSS	APPEALS HEARING ROOM	811 WILSHIRE BOULEVARD, 11th FLOOR, SUITE	LOS ANGELES	CA	90017	5	WEST
8	MH	EDMUND D. EDELMAN	11080 WEST OLYMPIC BOULEVARD	LOS ANGELES	CA	90064	5	WEST
9	MH	EDELMAN WELLNESS CTR	11303 WEST WASHINGTON BOULEVARD	LOS ANGELES	CA	90066	5	WEST
10	MH	HOLLYWOOD AIC/FSP	947 COLE STREET	HOLLYWOOD	CA	90038	5	WEST
11	MH	HOLLYWOOD MHC	1224 NORTH VINE STREET	LOS ANGELES	CA	90038	5	WEST
12	MH	WEST CENTRAL WELLNESS	3741 STOCKER STREET, SUITE 205	LOS ANGELES	CA	90008	5	WEST
13	MH	WEST CENTRAL FAMILY MHC	3751 STOCKER STREET	LOS ANGELES	CA	90008	5	WEST
14	PH	HOLLYWOOD WILSHIRE HEALTH	5205 MELROSE AVENUE	LOS ANGELES	CA	90038	5	WEST
15	PH	RUTH TEMPLE HEALTH	3834 SOUTH WESTERN AVENUE	LOS ANGELES	CA	90062	5	WEST
16	* PH	SIMMS MANN HEALTH WELLNESS CENTER	2509 PICO BOULEVARD #323	SANTA MONICA	CA	90408	5	WEST
17	PROB	CRENSHAW AREA OFFICE	3606 WEST EXPOSITION BOULEVARD	LOS ANGELES	CA	90016	5	WEST
18	PROB	WEST LA AB 109	11151 MISSOURI AVENUE	LOS ANGELES	CA	90025	5	WEST
18	7 DEPARTMENTS			4 CITIES		SPA 5		WEST

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ALL SERVICE PLANNING AREAS**

LOC	CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	CSS	FLORENCE/FIRESTONE CTR	7807 SOUTH COMPTON AVENUE	LOS ANGELES	CA	90001	6	SOUTH
2	CSS	WILLOWBROOK SENIOR CENTER	12915 JARVIS AVENUE	LOS ANGELES	CA	90061	6	SOUTH
3	CSS	EAST RANCHO DOMINGUEZ CTR	4513 EAST COMPTON BOULEVARD	COMPTON	CA	90221	6	SOUTH
4	CSSD	8300 VERMONT	8300 SOUTH VERMONT AVENUE	LOS ANGELES	CA	90044	6	SOUTH
5	DCFS	8300 VERMONT	8300 SOUTH VERMONT AVENUE	LOS ANGELES	CA	90044	6	SOUTH
6	DCFS	COMPTON OFFICE	921 COMPTON BOULEVARD	COMPTON	CA	90220	6	SOUTH
7	DCFS	WATERIDGE OFFICE	5110 WEST GOLDLEAF CIRCLE	LOS ANGELES	CA	90056	6	SOUTH
8	DHS	MLK/DREW MEDICAL CENTER	12021 WILMINGTON AVENUE	LOS ANGELES	CA	90059	6	SOUTH
9	DHS	HUBERT H. HUMPHREY CHC	5850 SOUTH MAIN STREET	LOS ANGELES	CA	90003	6	SOUTH
10	* DHS	DOLLARHIDE HEALTH CENTER	1108 NORTH OLEANDER AVENUE	COMPTON	CA	90220	6	SOUTH
11	DPSS	COMPTON	211 EAST ALONDRA BOULEVARD	COMPTON	CA	90220	6	SOUTH
12	DPSS	SOUTHWEST FAMILY	8300 SOUTH VERMONT AVENUE	LOS ANGELES	CA	90044	6	SOUTH
13	DPSS	FLORENCE	1740 EAST GAGE AVENUE	LOS ANGELES	CA	90001	6	SOUTH
14	DPSS	GAIN REGION 1	5200 WEST CENTURY BOULEVARD	LOS ANGELES	CA	90045	6	SOUTH
15	DPSS	PARAMOUNT	2961 VICTORIA AVENUE	RANCHO DOMING	CA	90220	6	SOUTH
16	DPSS	SOUTH CENTRAL	10728 SOUTH CENTRAL AVENUE	LOS ANGELES	CA	90059	6	SOUTH
17	DPSS	SOUTHWEST SPECIAL	1819 WEST 120TH STREET	LOS ANGELES	CA	90047	6	SOUTH
18	DPSS	GAIN REGION V	2959 VICTORIA AVENUE	RANCHO DOMING	CA	90221	6	SOUTH
19	DPSS	SOUTH FAMILY	17600 "A" SANTA FE AVENUE	RANCHO DOMING	CA	90221	6	SOUTH
20	DPSS	SOUTH SPECIAL	17600 "B" SANTE FE AVENUE	EAST RANCHO DC	CA	90221	6	SOUTH
21	* ISD	COMPTON COURT PARK	400 ACACIA	COMPTON	CA	90220	6	SOUTH
22	* LIB	COMPTON LIBRARY	240 WEST COMPTON BOULEVARD	COMPTON	CA	90220	6	SOUTH
23	* LIB	EAST RANCHO DOMINGUEZ	4420 ROSE STREET	EAST RANCHO DC	CA	90221	6	SOUTH
24	MH	COMPTON MHC	921 EAST COMPTON BOULEVARD	COMPTON	CA	90220	6	SOUTH
25	MH	COMPTON FSP	546 WEST COMPTON BOULEVARD	LOS ANGELES	CA	90220	6	SOUTH
26	MH	SPECIALIZED FOSTER CARE SPA 6	10421 SOUTH FIGUEROA STREET	LOS ANGELES	CA	90059	6	SOUTH
27	MH	MLK MEDICAL CENTER/ Augustus Hawkins Loading Post	120121 WILMINGTON AVENUE	LOS ANGELES	CA	90044	6	SOUTH
28	MH	WOMEN'S INTEGRATION SERVICES	8300 VERMONT AVENUE	LOS ANGELES	CA	90044	6	SOUTH
29	PH	MLK CENTER FOR PUBLIC HEALTH	11833 WILMINGTON AVENUE	LOS ANGELES	CA	90059	6	SOUTH
30	PROB	CENTINELLA AREA OFFICE	1330 IMPERIAL HIGHWAY	LOS ANGELES	CA	90044	6	SOUTH
31	PROB	DAY REPORTING CENTER	5811 SAN PEDRO STREET	LOS ANGELES	CA	90221	6	SOUTH
32	PROB	SOUTH LOS ANGELES AREA OFFICE	236 EAST 58TH STREET	LOS ANGELES	CA	90001	6	SOUTH
33	PROB	FIRESTONE AREA OFFICE	8526 GRAPE STREET	LOS ANGELES	CA	90001	6	SOUTH
34	PROB	LYNWOOD JUSTICE CENTER	11701 ALAMEDA STREET	LYNWOOD	CA	90262	6	SOUTH
35	PROB	KENYON JUVENILE JUSTICE CENTER	7672 SOUTH CENTRAL AVENUE	LOS ANGELES	CA	90010	6	SOUTH
36	PROB	KENYON JUVENILE JUSTICE CENTER II	7625 SOUTH CENTRAL AVENUE	LOS ANGELES	CA	90010	6	SOUTH
36	10 DEPARTMENTS			4 CITIES		SPA 6		SOUTH

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Sheriff's Department

Armed and Unarmed Security Guard Services  
Appendix A - Statement of Work  
Attachment 1 - Locations/Address

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ALL SERVICE PLANNING AREAS**

LOC	CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	CSS	EAST LOS ANGELES SERVICE CENTER	133 NORTH SUNOL DRIVE	LOS ANGELES	CA	90063	7	EAST
2	CSS	POTRERO HEIGHTS CTR	8051 ARROYO DRIVE	MONTEBELLO	CA	90640	7	EAST
3	* CSS	LOS NIETOS SENIOR CENTER	11640 EAST SLAUSON AVENUE	WHITTIER	CA	90606	7	EAST
4	* CSS	CENTRO MARAVILLA SERVICE CENTER	4716 CAESAR CHAVEZ AVENUE	LOS ANGELES	CA	90022	7	EAST
5	CSSD	HEADQUARTERS CSSD	5770 EASTERN AVENUE	COMMERCE	CA	90040	7	EAST
6	* CSSD	COMMERCE	5500 SOUTH EASTERN AVENUE	COMMERCE	CA	90040	7	EAST
7	* CSSD	INTERSTATE DIVISION	5701 SOUTH EASTERN AVENUE, 2ND FLOOR	COMMERCE	CA	90040	7	EAST
8	* CSSD	SOUTH COAST BOTANIC GARDEN	26300 CRENSHAW BOULEVARD	PALOS VERDES	CA	90724	7	EAST
9	DCFS	BELVEDERE OFFICE	5835 SOUTH EASTERN AVENUE	LOS ANGELES	CA	90040	7	EAST
10	* DCFS	PARAMOUNT OFFICE	15312 PARAMOUNT BOULEVARD	PARAMOUNT	CA	90723	7	EAST
11	DCFS	CORPORATE PLACE	2525 CORPORATE PLACE	MONTEREY PARK	CA	91754	7	EAST
12	DCFS	SANTA FE SPRINGS OFFICE	10355 SLUSHER DRIVE	SANTA FE SPRING	CA	90670	7	EAST
13	DHS	RANCHO LOS AMIGOS MEDICAL CENTER	7601 EAST IMPERIAL HIGHWAY	DOWNEY	CA	90242	7	EAST
14	DHS	EDWARD R. ROYBAL CHC	245 S FETTERLY AVENUE	LOS ANGELES	CA	90022	7	EAST
15	DHS	FERGUSON BUILDING	5555 FERGUSON DRIVE	COMMERCE	CA	90022	7	EAST
16	DHS	BELLFLOWER HEALTH CENTER	10005 EAST FLOWER STREET	BELLFLOWER	CA	90706	7	EAST
17	DPSS	METRO EAST GROW	2200 NORTH HUMBOLDT STREET	LOS ANGELES	CA	90031	7	EAST
18	DPSS	METRO EAST	2855 EAST OLYMPIC BOULEVARD	LOS ANGELES	CA	90023	7	EAST
19	DPSS	ITD BLDG	14714 CARMENITA ROAD	NORWALK	CA	90650	7	EAST
20	DPSS	CUDAHY DISTRICT	8130 SOUTH ATLANTIC AVENUE	CUDAHY	CA	90201	7	EAST
21	DPSS	NORWALK	12727 NORWALK BOULEVARD	NORWALK	CA	90650	7	EAST
22	DPSS	SOUTH CENTRAL GROW	2701 FIRESTONE BOULEVARD	SOUTH GATE	CA	90280	7	EAST
23	DPSS	GAIN REGION VI	5460 BANDINI BOULEVARD	BELL	CA	90201	7	EAST
24	DPSS	MATERIALS MANAGEMENT	2700 SOUTH GARFIELD AVENUE	COMMERCE	CA	90040	7	EAST
25	DPSS	BELVEDERE	5445 WHITTIER BOULEVARD	LOS ANGELES	CA	90022	7	EAST
26	ISD	HEADQUARTERS	1100 EASTERN AVENUE	LOS ANGELES	CA	90063	7	EAST
27	ISD	DOWNEY ADMIN CTR	9150 EAST IMPERIAL HIGHWAY	DOWNEY	CA	90242	7	EAST
28	LASD	SHERIFF DEPARTMENT HEADQUARTERS	4700 RAMONA BLVD	MONTEREY PARK	CA	91754	7	EAST
29	* LIB	SORENSEN	6934 BROADWAY AVENUE	WHITTIER	CA	90606	7	EAST
30	MH	NORTHEAST MHC	5321 VIA MARISOL	LOS ANGELES	CA	90042	7	EAST
31	MH	NORTHEAST WELLNESS CENTER	5564 NORTH FIGUEROA STREET	LOS ANGELES	CA	90042	7	EAST
32	MH	ACCESS TELECOMM CTR	12440 EAST IMPERIAL HIGHWAY	NORWALK	CA	90650	7	EAST
33	MH	RIO HONDO MHC	17707 STUDEBAKER ROAD	CERRITOS	CA	90703	7	EAST
34	MH	SAN ANTONIO MHC	2629 CLARENDON AVENUE	HUNTINGTON PAR	CA	90255	7	EAST
35	MH	SECTOR II AB3632 PROGRAM	12440 FIRESTONE BOULEVARD, SUITE 3001	NORWALK	CA	90650	7	EAST
36	MH	ROYBAL FAMILY CLINIC	4701 EAST CEASAR CHAVEZ AVENUE, 2ND FLOOR	LOS ANGELES	CA	90022	7	EAST
37	MH	HUNTINGTON WELLNESS	2677 ZOE AVENUE	HUNTINGTON PAR	CA	90255	7	EAST
38	PH	DOWNEY HEALTH LAB	12750 ERICKSON AVENUE	DOWNEY	CA	90242	7	EAST
39	PH	WHITTIER HEALTH CENTER	7643 SOUTH PAINTER AVENUE	WHITTIER	CA	90602	7	EAST
40	PROB	LOS PADRINOS JUVENILE HALL	7285 QUILL DRIVE	DOWNEY	CA	90242	7	EAST
41	PROB	RIO HONDO OFFICE	8240 SOUTH BROADWAY AVENUE	WHITTIER	CA	90606	7	EAST
42	PROB	EAST LOS ANGELES	4849 CIVIC CENTER WAY	LOS ANGELES	CA	90022	7	EAST
43	RR/CC	NORWALK	12400 IMPERIAL HIGHWAY	NORWALK	CA	90650	7	EAST
44	RR/CC	EAST LOS ANGELES	4716 EAST CESAR CHAVEZ AVENUE	LOS ANGELES	CA	90022	7	EAST
45	* RR/CC	CITY OF SANTA FE SPRINGS TRK YARD	13231 LAKELAND ROAD	SANTA FE SPRING	CA	90670	7	EAST
46	* RR/CC	EMERGENCY OPERATIONS CENTER	12680 CORRAL PLACE	SANTA FE SPRING	CA	90670	7	EAST
47	CEO	RANCHO LOS AMIGOS, BUILDING 200	7601 EAST IMPERIAL HIGHWAY	DOWNEY	CA	90242	7	EAST
47	13 DEPARTMENTS			14 CITIES		SPA 7		EAST

\* No current services

**SOW ATTACHMENT 1  
LOCATIONS / ADDRESSES  
ARMED AND UNARMED SECURITY GUARD SERVICES  
ALL SERVICE PLANNING AREAS**

LOC	CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	CSS	SAN PEDRO SERVICE CENTER	769 WEST THIRD STREET	SAN PEDRO	CA	90731	8	SOUTHBAY
2	CSSD	DIVISION 5	20221 SOUTH HAMILTON AVENUE	TORRANCE	CA	90502	8	SOUTHBAY
3	DCFS	COMPTON PROJECT WEST	11539 HAWTHORNE BOULEVARD	HAWTHORNE	CA	90250	8	SOUTHBAY
4	DCFS	LAKEWOOD OFFICE	4060 WATSON PLAZA	LAKEWOOD	CA	90712	8	SOUTHBAY
5	DCFS	TORRANCE OFFICE	2325 CRENSHAW BOULEVARD	TORRANCE	CA	90501	8	SOUTHBAY
6	DHS	HARBOR UCLA MEDICAL CENTER	1000 WEST CARSON STREET ROOM 104	HARBOR CITY	CA	90502	8	SOUTHBAY
7	DHS	HARBOR BAY CLINIC	1403 WEST LOMITA BOULEVARD	HARBOR CITY	CA	90710	8	SOUTHBAY
8	DHS	LONG BEACH CHC	1333 CHESTNUT AVENUE	LONG BEACH	CA	90813	8	SOUTHBAY
9	DHS	WILMINGTON HEALTH CENTER	1325 BROAD AVENUE	WILMINGTON	CA	90744	8	SOUTHBAY
10	DPSS	HAWTHORNE	12000 HAWTHORNE BOULEVARD	HAWTHORNE	CA	90250	8	SOUTHBAY
11	DPSS	CUSTOMER SERVICE CENTER III	9800 LACIENEGA BOULEVARD	INGLEWOOD	CA	90302	6	SOUTH
12	DPSS	CARSON JOB CLUB	1299 EAST ARTESIA BOULEVARD	CARSON	CA	90746	8	SOUTHBAY
13	DPSS	SOUTH SPECIAL GROW	637 ALBERTONI STREET	CARSON	CA	90746	8	SOUTHBAY
14	DPSS	IHSS PASC ORIENTATION	923 EAST REDONDO BOULEVARD	INGLEWOOD	CA	90302	8	SOUTHBAY
15	MH	HARBOR UCLA PSYCHIATRIC	1000 WEST CARSON STREET	TORRANCE	CA	90502	8	SOUTHBAY
16	MH	LONG BEACH MHC	1975 LONG BEACH BOULEVARD	LONG BEACH	CA	90806	8	SOUTHBAY
17	MH	SAN PEDRO MHC	150 WEST 7TH STREET	SAN PEDRO	CA	90731	8	SOUTHBAY
18	MH	SOUTH BAY MHC	2311 WEST EL SEGUNDO BOULEVARD	HAWTHORNE	CA	90250	8	SOUTHBAY
19	MH	SOUTH BAY FSP	14623 HAWTHORNE BOULEVARD	LAWNDALE	CA	90260	8	SOUTHBAY
20	MH	HARBOR-UCLA WELLNESS	21730 SOUTH VERMONT AVENUE	TORRANCE	CA	90502	8	SOUTHBAY
21	MH	LONG BEACH ASIAN	4510 EAST PACIFIC COAST HWY, 6TH FLOOR	LONG BEACH	CA	90804	8	SOUTHBAY
22	MH	SOUTH BAY WELLNESS	1300 SOUTH 155TH STREET, SUITE 103	GARDENA	CA	90247	8	SOUTHBAY
23	MH	COASTAL ASIAN PACIFIC	14112 SOUTH KINGSLEY DRIVE	GARDENA	CA	90247	8	SOUTHBAY
24	MH	TIES FOR FAMILIES	21081 SOUTH WESTERN AVENUE #295	TORRANCE	CA	90502	8	SOUTHBAY
25	PH	CURTIS TUCKER HEALTH CENTER	123 WEST MANCHESTER BOULEVARD	INGLEWOOD	CA	90301	8	SOUTHBAY
26	PH	HARBOR HEALTH CENTER	122 WEST 8TH STREET	SAN PEDRO	CA	90731	8	SOUTHBAY
27	PH	TORRANCE HEALTH CENTER	711 DEL AMO BOULEVARD	TORRANCE	CA	90501	8	SOUTHBAY
28	PROB	HARBOR AREA OFFICE	3221 TORRANCE BOULEVARD	TORRANCE	CA	90503	8	SOUTHBAY
29	PROB	SOUTH BAY AB109	1299 EAST ARTESIA BOULEVARD	CARSON	CA	90746	8	SOUTHBAY
29	8 DEPARTMENTS			13 CITIES		SPA 8		SOUTHBAY

\* No current services

County of Los Angeles  
Sheriff's Department

Armed and Unarmed Security Guard Services  
Appendix A - Statement of Work  
Attachment 1 - Locations/Address

**SOW ATTACHMENT 1  
LOCATIONS / ADDRESSES  
ARMED AND UNARMED SECURITY GUARD SERVICES  
ALL SERVICE PLANNING AREAS**

<b>281</b>	<b>TOTAL: 17 DEPARTMENTS</b>		<b>TOTAL: 8 SPAs</b>
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<b>LEGEND</b>		
<b>LOC</b>	<b>CODE</b>	<b>FACILITY NAME</b>
1	ARTS	ARTS COMMISSION
1	ASSR	ASSESSOR
1	BOS	HALL OF ADMIN
3	CEO	CHIEF EXECUTIVE OFFICE
14	CSS	COMMUNITY AND SENIOR SERVICES
11	CSSD	CHILD SUPPORT SERVICES DIVISION
26	DCFS	CHILDREN AND FAMILY SERVICES
26	DHS	HEALTH SERVICES
74	DPSS	PUBLIC SOCIAL SERVICES
1	TEN	HALL OF RECORDS
5	ISD	INTERNAL SERVICES DEPARTMENT
1	LASD	LOS ANGELES COUNTY SHERIFF DEPT
4	LIB	LIBRARY
57	MH	MENTAL HEALTH
1	MIL & VET	MILITARY & VETERANS AFFAIRS
19	PH	PUBLIC HEALTH (ONE JOINT WITH DHS)
30	PROB	PROBATION
6	RR/CC	REGISTRAR RECORDER/COUNTY CLERK
<b>281</b>	<b>TOTAL: 18 DEPARTMENTS</b>	

County of Los Angeles  
Sheriff's Department

Armed and Unarmed Security Guard Services  
Appendix A - Statement of Work  
Attachment 1 - Locations/Address

**SOW - ATTACHMENT 2 - MINIMUM STAFFING PLAN - SPA ONE**  
**ARMED AND UNARMED SECURITY GUARD SERVICES**  
**NORTH ZONE - SERVICE PLANNING AREA ONE - ANTELOPE VALLEY**

LOC	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS	
1	CSS	ANTELOPE VALLEY SENIOR CTR 777 JACKMAN ST LANCASTER, CA 93534	1	Armed	0700 - 1600	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	0800 - 1700	M, T, W, F	8	0	8	139	0	139	1,669	0	1,669
			1	Armed	1200 - 2100	Thu	8	0	8	35	0	35	417	0	417
			3	Total Armed			24	0	24	348	0	348	4,171	0	4,171
2	CSSD	DIVISION 6 PALMDALE 42281 10TH ST WEST LANCASTER, CA 93435	1	Armed	0800 - 1730	Mon - Fri	9.5	0.0	9.5	206	0	206	2,477	0	2,477
			1	Armed	0730 - 1700	Mon - Fri	9.5	0.0	9.5	206	0	206	2,477	0	2,477
			2	Total Armed			19	0	19	413	0	413	4,954	0	4,954
3	DCFS	PALMDALE OFFICE 39959 SIERRA HWY PALMDALE, CA 93550	1	Armed	0700 - 1600	Mon - Fri	9	0	9	196	0	196	2,346	0	2,346
			1	Armed	1000 - 2000	Mon - Fri	10	0	10	217	0	217	2,607	0	2,607
			2	Total Armed			19	0	19	413	0	413	4,954	0	4,954
4	DCFS	LANCASTER OFFICE (#2) 300 E AVENUE K-6, STE A LANCASTER, CA 93534	2	Armed	0800 - 1800	Mon - Fri	20	0	20	435	0	435	5,214	0	5,214
			1	Armed	0900 - 1900	Mon - Fri	10	0	10	217	0	217	2,607	0	2,607
			3	Total Armed			30	0	30	652	0	652	7,821	0	7,821
5	DHS OVMC	HIGH DESERT HEALTH SYSTEMS 44900 NORTH 60TH STREET WEST LANCASTER, CALIFORNIA 93536	1	Unarmed	0800 - 1600	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	1600 - 2000	Tues - Thu	4	0	4	52	0	52	626	0	626
			2	Total Unarmed			12	0	12	295	0	295	3,546	0	3,546
6	DHS OVMC	HIGH DESERT REGIONAL HEALTH CENTER 335 EAST AVENUE I LANCASTER, CALIFORNIA 93534	1	Armed	0700 - 1500	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			1	Armed	1500 - 2300	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			1	Armed	2300 - 0700	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			3	Total Armed			24	0	24	730	0	730	8,760	0	8,760
			2	Unarmed	0800 - 1600	Sun - Sat, Hol	16	0	16	487	0	487	5,840	0	5,840
			2	Unarmed	1600 - 2400	Sun - Sat, Hol	16	0	16	487	0	487	5,840	0	5,840
			1	Unarmed	2400 - 0800	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			5	Total Unarmed			40	0	40	1,217	0	1,217	14,600	0	14,600
			1	Total On Site Supervisors	0800 - 1600	Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086
	Facility Total			72	0	72	2,120	0	2,120	25,446	0	25,446			
7	DHS OVMC	LAKE LA CARE CENTER 16921 E AVENUE O, SPACE G LAKE LOS ANGELES, CA 93535	1	Unarmed	0800 - 1730	M, W, F	8.5	0.0	8.5	111	0	111	1,330	0	1,330
			1	Total Unarmed			8.5	0.0	8.5	111	0	111	1,330	0	1,330
8	DHS OVMC	LITTLE ROCK CARE CENTER 8201 PEARLBLOSSOM HWY LITTLE ROCK, CA 93543	1	Unarmed	0800 - 1730	Tues & Thu	8.5	0.0	8.5	74	0	74	886	0	886
			1	Total Unarmed			8.5	0.0	8.5	74	0	74	886	0	886
9	DHS OVMC	SOUTH VALLEY MEDICAL CENTER 38350 40TH STREET EAST PALMDALE, CA 93550	1	Unarmed	0700 - 1600	Sun - Sat, Hol	9	0	9	274	0	274	3,285	0	3,285
			1	Unarmed	1600 - 0100	Sun - Sat, Hol	9	0	9	274	0	274	3,285	0	3,285
			2	Total Unarmed			18	0	18	548	0	548	6,570	0	6,570



**SOW - ATTACHMENT 2 - MINIMUM STAFFING PLAN - SPA ONE**  
**ARMED AND UNARMED SECURITY GUARD SERVICES**  
**NORTH ZONE - SERVICE PLANNING AREA ONE - ANTELOPE VALLEY**

LOC	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
10	DHS O/MIC	ANTELOPE VALLEY HEALTH CENTER 335-B E AVENUE K-6 PALMDALE, CA 93526	1  Unarmed  Total Unarmed	0730 - 1730	Mon - Fri	10	0	10	217	0	217	2,607	0	2,607
						10	0	10	217	0	217	2,607	0	2,607
11	DPSS	PALMDALE MAXIMUS 1050 E PALMDALE BLVD, STE 204 PALMDALE, CA 93550	1  Armed  Total Armed	0800 - 1700	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
						8	0	8	174	0	174	2,086	0	2,086
12	DPSS	LANCASTER GR 337 E AVENUE K-10 LANCASTER, CA 93535	1 1  Total Armed	0800 - 1700 0900 - 1800	Mon - Fri Mon - Fri	8 8	0 0	8 8	174 174	0 0	174 174	2,086 2,086	0 0	2,086 2,086
						16	0	16	348	0	348	4,171	0	4,171
13	DPSS	LANCASTER IHSS 335-C E AVENUE K-6 LANCASTER, CA 93535	1  Armed  Total Armed	0800 - 1700	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
						8	0	8	174	0	174	2,086	0	2,086
14	DPSS	LANCASTER 349-B E AVENUE K-6 LANCASTER, CA 93535	1 2  Total Armed	0630 - 1730 0800 - 1700	Mon - Fri Mon - Fri	8 16	0 0	8 16	174 348	0 0	174 348	2,086 4,171	0 0	2,086 4,171
						24	0	24	521	0	521	6,257	0	6,257
15	DPSS	LANCASTER GR/GROW (JVS) 237 EAST AVENUE M LANCASTER, CALIFORNIA 93535	1  Armed  Total Armed	0800 - 1700	Mon - Fri	9	0	9	196	0	196	2,346	0	2,346
						9	0	9	196	0	196	2,346	0	2,346
16	MH	PALMDALE MHC 1529 E PALMDALE BLVD, STE 150 PALMDALE, CA 93550	1 1  Total Armed	0730 - 1800 0730 - 1800	Mon - Fri Mon - Fri	9.5 10.5	0 0	9.5 10.5	206 228	0 0	206 228	2,477 2,738	0 0	2,477 2,738
						20	0	20	435	0	435	5,214	0	5,214
17	MH	SPECIALIZED FOSTER CARE 2323-A E PALMDALE BLVD PALMDALE, CA 93550	1  Unarmed  Total Unarmed	0700 - 1800	Mon - Fri	10.5	0.0	10.5	228	0	228	2,738	0	2,738
						10.5	0.0	10.5	228	0	228	2,738	0	2,738
18	MH	ANTELOPE VALLEY MHC 349-A E AVENUE K-6 LANCASTER, CA 93535	1  Armed  Total Armed	0800 - 1700	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
						8	0	8	174	0	174	2,086	0	2,086
19	MH	ANTELOPE VALLEY WELLNESS CTR 251 E AVENUE K-6 LANCASTER, CA 93535	1 NC 1  Total Armed	0700 - 1800 0600 - 1800 0600 - 1730	Mon Tues - Thu Fri	10 11 10.5	0 0 0	10 11 10.5	43 143 46	0 0 0	43 143 46	521 1,721 548	0 0 0	521 1,721 548
						31.5	0	31.5	232	0	232	2,790	0	2,790

SOW - ATTACHMENT 2 - MINIMUM STAFFING PLAN - SPA ONE  
ARMED AND UNARMED SECURITY GUARD SERVICES  
NORTH ZONE - SERVICE PLANNING AREA ONE - ANTELOPE VALLEY

LOC	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
20	PH OVMC	ACTION REHABILITATION CENTER 30501 ARRASTRE CANYON RD ACTION, CA 93510	4	Unarmed	0700 - 1500	32	0	32	973	0	973	11,680	0	11,680
			4	Unarmed	1500 - 2300	32	0	32	973	0	973	11,680	0	11,680
			3	Unarmed	2300 - 0700	24	0	24	730	0	730	8,760	0	8,760
			11	Total Unarmed		88	0	88	2,677	0	2,677	32,120	0	32,120
21	PROB	ANTELOPE VALLEY JUVENILE 321 E AVENUE K-4 LANCASTER, CA 93535	2	Armed	0800 - 1800	20	0	20	435	0	435	5,214	0	5,214
			2	Total Armed		20	0	20	435	0	435	5,214	0	5,214
22	PROB	ANTELOPE VALLEY AB109 43423 DIVISION STREET LANCASTER, CALIFORNIA 93535	4	Armed	0800 - 1700	32	0	32	695	0	695	8,343	0	8,343
			3	Armed	0800 - 2030	34.5	0	34.5	750	0	750	8,995	0	8,995
			7	Total Armed		66.5	0	66.5	1,445	0	1,445	17,338	0	17,338
23	PROB	CHALLENGER YOUTH CAMP 5300 W AVENUE I LANCASTER, CA 93535	1	Key A	0600 - 1400	8	0	8	243	0	243	2,920	0	2,920
			1	Armed	1400 - 2200	8	0	8	243	0	243	2,920	0	2,920
			1	Armed	2200 - 0600	8	0	8	243	0	243	2,920	0	2,920
			1	Key B	0600 - 1400	8	0	8	243	0	243	2,920	0	2,920
			1	Armed	1400 - 2200	8	0	8	243	0	243	2,920	0	2,920
			1	Armed	2200 - 0600	8	0	8	243	0	243	2,920	0	2,920
			1	S.P.	0800 - 1700	9	0	9	196	0	196	2,346	0	2,346
			1	P.L.	0800 - 1700	9	0	9	78	0	78	939	0	939
			2	E.M.D.K.	0600 - 1400	16	0	16	487	0	487	5,840	0	5,840
			2	Armed	1400 - 2200	16	0	16	487	0	487	5,840	0	5,840
			2	Armed	2200 - 0600	16	0	16	487	0	487	5,840	0	5,840
			2	W.M.D.K.	0600 - 1400	16	0	16	487	0	487	5,840	0	5,840
			2	Armed	1400 - 2200	16	0	16	487	0	487	5,840	0	5,840
			2	Armed	2200 - 0600	16	0	16	487	0	487	5,840	0	5,840
			1	G.S.	0600 - 1400	8	0	8	243	0	243	2,920	0	2,920
			1	Armed	1400 - 2200	8	0	8	243	0	243	2,920	0	2,920
			1	Armed	2200 - 0600	8	0	8	243	0	243	2,920	0	2,920
			23	Total Armed		186	0	186	5,384	0	5,384	64,605	0	64,605
24	RR/CC	LANCASTER 44509 16TH STREET WEST STE 101 LANCASTER, CALIFORNIA 93535	1	Armed	0800 - 1700	8	0	8	174	0	174	2,086	0	2,086
			1	Total Armed		8	0	8	174	0	174	2,086	0	2,086
24		SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
			24	Unarmed		196	0	196	5,366	0	5,366	64,396	0	64,396
			58	Armed		521	0	521	12,245	0	12,245	146,939	0	146,939
			1	On Site Supervisors		8	0	8	174	0	174	2,086	0	2,086
			7	Field Supervisors 1:10		56	0	56	1,217	0	1,217	14,602	0	14,602
			8	Total Supervisor		64	0	64	1,391	0	1,391	16,688	0	16,688
			0	Post Commander		0	0	0	0	0	0	0	0	0
			90			781	0	781	19,002	0	19,002	228,023	0	228,023

Note: "REG" = Straight Time  
\*OVERHEAD (OH) POSITIONS: As set forth in Statement of Work (SOW) Subparagraph 6.1.2 These positions are not directly billed by Contractor to County.  
E=Evening  
N= Night

**SOW - ATTACHMENT 2 - MINIMUM STAFFING PLAN - SPA TWO**  
**ARMED AND UNARMED SECURITY GUARD SERVICES**  
**NORTH ZONE - SERVICE PLANNING AREA TWO - SAN FERNANDO VALLEY**

LOC	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS	
1	CEO	ZEV YAROSLAVSKY FAMILY SUPPORT CENTER 7555 VAN NUYS BOULEVARD VAN NUYS, CALIFORNIA 91405	Armed	0800 - 1700	Mon - Fri	48	0	48	1,043	0	1,043	12,514	0	12,514	
			Armed	0800 - 1800	Mon - Fri	20	0	20	435	0	435	5,214	0	5,214	
			Armed	1000 - 1800	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086	
			Armed	0700 - 1500	Sun - Sat, Hol	16	0	16	487	0	487	5,840	0	5,840	
			Armed	1500 - 2300	Sun - Sat, Hol	16	0	16	487	0	487	5,840	0	5,840	
			Armed	2300 - 0700	Sun - Sat, Hol	16	0	16	487	0	487	5,840	0	5,840	
Security 10/13/2015-6/30/2016 (8 months)			Total Armed			124	0	124	3,111	0	3,111	37,334	0	37,334	
2	CSSD	DIVISION 1 ENCINO 15531 VENTURA BLVD ENCINO, CA 91436 Terminate Service effective 10/23/15	Armed	0730 - 1730	Mon - Fri	0	0	0	0	0	0	0	0	0	
			Armed	0800 - 1800	Mon - Fri	0	0	0	0	0	0	0	0	0	
			Total Armed			0	0	0	0	0	0	0	0		
3	DCFS	CHATSWORTH 20151 NORDHOFF ST CHATSWORTH, CA 91311	Armed	0700 - 1900	Mon - Fri	12	0	12	261	0	261	3,129	0	3,129	
			Total Armed			12	0	12	261	0	261	3,129	0	3,129	
4	DCFS	SANTA CLARITA 28490 AVENUE STANFORD, STE 100 SANTA CLARITA, CA 91355	Armed	0700 - 1800	Mon - Fri	11	0	11	239	0	239	2,868	0	2,868	
			Total Armed			11	0	11	239	0	239	2,868	0	2,868	
5	DHS OV/MC	OLIVE VIEW-UCLA MEDICAL CENTER 14445 OLIVE VIEW DRIVE SYLMAR, CALIFORNIA 91342	NO REL On Site Super	Unarmed	0600 - 1430	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	1400 - 2230	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	0600 - 1430	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	1400 - 2230	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	2200 - 0630	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	0600 - 1430	Sun - Sat, Hol	16	0	16	487	0	487	5,840	0	5,840
				Unarmed	1400 - 2230	Sun - Sat, Hol	16	0	16	487	0	487	5,840	0	5,840
				Unarmed	2200 - 0630	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	0600 - 1430	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	1400 - 2230	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	2200 - 0630	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	0600 - 1430	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	1400 - 2230	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	2200 - 0630	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	0600 - 1430	Sun - Sat, Hol	16	0	16	487	0	487	5,840	0	5,840
				Unarmed	1400 - 2230	Sun - Sat, Hol	16	0	16	487	0	487	5,840	0	5,840
				Unarmed	1400 - 1430	Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086
				Unarmed	1400 - 2230	Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086
				Unarmed	0600 - 1430	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	1400 - 2230	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	2200 - 0630	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	0600 - 1430	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	1400 - 2230	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
				Unarmed	2200 - 0630	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920

**SOW - ATTACHMENT 2 - MINIMUM STAFFING PLAN - SPA TWO**  
**ARMED AND UNARMED SECURITY GUARD SERVICES**  
**NORTH ZONE - SERVICE PLANNING AREA TWO - SAN FERNANDO VALLEY**

LOC	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY		MONTHLY		ANNUAL	
						REG	OT	REG	OT	REG	OT
		MRI ENTRANCE 1ST FLR (R-58)	1 Unarmed	0700 - 1530	Sun - Sat, Hol	8	0	243	0	2,920	0
			1 Unarmed	1530 - 2400	Sun - Sat, Hol	8	0	243	0	2,920	0
			33 Total Unarmed			264	0	7,691	0	94,691	0
		ON SITE SUPERVISORS	1 On Site Supervisor	0600 - 1430	Sun - Sat, Hol	8	0	243	0	2,920	0
			1 On Site Supervisor	1400 - 2230	Sun - Sat, Hol	8	0	243	0	2,920	0
		POST COMMANDER	1 On Site Supervisor	2200 - 0630	Sun - Sat, Hol	8	0	243	0	2,920	0
			3 Total On Site Supervisors			24	0	730	0	8,760	0
			1 Total Post Commander	0600 - 1430	Mon - Fri, Hol	8	0	174	0	2,086	0
			37 Facility Total			296	0	8,795	0	105,537	0
6	DHS OVMC	MID VALLEY 7515 VAN NUYS BOULEVARD VAN NUYS, CALIFORNIA 91405	1 Unarmed	0700 - 1500	Sun - Sat, Hol	8	0	243	0	2,920	0
			1 Unarmed	1500 - 2300	Sun - Sat, Hol	8	0	243	0	2,920	0
			1 Unarmed	2300 - 0700	Sun - Sat, Hol	8	0	243	0	2,920	0
			2 Unarmed	1500 - 2100	Mon - Fri	12	0	261	0	3,129	0
			3 Unarmed	0700 - 1500	Mon - Fri	24	0	521	0	6,257	0
			8 Total Unarmed			60	0	1,512	0	18,146	0
7	DHS OVMC	SAN FERNANDO HEALTH CENTER 1212 PICO BOULEVARD SAN FERNANDO, CALIFORNIA 91346	1 Unarmed	0700 - 1530	Mon - Fri	8.5	0	185	0	2,216	0
			1 Unarmed	1000 - 1830	Mon - Thu	8.5	0	148	0	1,773	0
			NC 1 Unarmed	0900 - 1730	Fri	8.5	0	37	0	443	0
			1 Unarmed	1600 - 2130	Mon - Thu	5.5	0	96	0	1,147	0
			3 Total Unarmed			31	0	465	0	5,579	0
8	DPSS	BURBANK IHSS 3307 GLENDALES BLVD BURBANK, CA 91504	1 Armed	0630 - 1700	Mon - Fri	9.5	0.0	206	0	2,477	0
			1 Total Armed			9.5	0.0	206	0	2,477	0
9	DPSS	CSC III 9451 CORBIN AVE NORTHridge, CA 91324	1 Armed	0800 - 1700	Mon - Fri	8	0	174	0	2,086	0
			1 Total Armed			8	0	174	0	2,086	0
10	DPSS	WEST VALLEY 21415 PLUMMER ST, STE B CHATSWORTH, CA 91311	1 Armed	0630 - 1530	Mon - Fri	8	0	174	0	2,086	0
			2 Armed	0800 - 1700	Mon - Fri	16	0	348	0	4,171	0
			1 Armed	0900 - 1800	Mon - Fri	8	0	174	0	2,086	0
			4 Total Armed			32	0	695	0	8,343	0
11	DPSS	CHATSWORTH IHSS 21615 PLUMMER ST CHATSWORTH, CA 91311	1 Armed	0800 - 1700	Mon - Fri	8	0	174	0	2,086	0
			1 Armed	0900 - 1800	Mon - Fri	8	0	174	0	2,086	0
			2 Total Armed			16	0	348	0	4,171	0
12	DPSS	EAST VALLEY 14545 LANARK ST PANORAMA CITY, CA 91402	0 Armed	0700 - 1600	Mon - Fri	0	0	0	0	0	0
			0 Armed	0800 - 1700	Mon - Fri	0	0	0	0	0	0
			0 Armed	0900 - 1800	Mon - Fri	0	0	0	0	0	0
			0 Total Armed			0	0	0	0	0	0
		Terminate Service effective 10/9/15									

**SOW - ATTACHMENT 2 - MINIMUM STAFFING PLAN - SPA TWO**  
**ARMED AND UNARMED SECURITY GUARD SERVICES**  
**NORTH ZONE - SERVICE PLANNING AREA TWO - SAN FERNANDO VALLEY**

LOC	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY		MONTHLY		ANNUAL		
						REG	OT	REG	OT	REG	OT	
13	DPSS	GLENDALE 4680 SAN FERNANDO RD GLENDALE, CA 91204	1	Armed	0700 - 1600	8	0	8	174	0	2,086	0
			2	Armed	0800 - 1700	16	0	16	348	0	4,171	0
			1	Armed	0900 - 1800	8	0	8	174	0	2,086	0
			1	Armed	0930 - 1830	8	0	8	174	0	2,086	0
			5	Total Armed		40	0	40	869	0	10,429	0
14	DPSS	SAN FERNANDO BRANCH 9188 GLENOAKS BLVD SUN VALLEY, CA 91352	1	Armed	0730 - 1630	8	0	8	174	0	2,086	0
			1	Armed	0800 - 1700	8	0	8	174	0	2,086	0
			1	Armed	0830 - 1730	8	0	8	174	0	2,086	0
			1	Armed	0900 - 1800	8	0	8	174	0	2,086	0
			4	Total Armed		32	0	32	695	0	8,343	0
15	DPSS	SANTA CLARITA 27233 CAMP PLENTY RD CANYON COUNTRY, CA 91351	1	Armed	0700 - 1600	8	0	8	174	0	2,086	0
			1	Armed	0900 - 1800	8	0	8	174	0	2,086	0
			2	Total Armed		16	0	16	348	0	4,171	0
16	DPSS	GLENDALE GR/GROW (JVS) 315 ARDEN AVENUE, SUITE 18 GLENDALE, CALIFORNIA 90212	1	Armed	0800 - 1700	8	0	8	174	0	2,086	0
			1	Total Armed		8	0	8	174	0	2,086	0
17	DPSS	SAN FERNANDO GR/GROW (JVS) 8745 GLENOAKS BOULEVARD SUN VALLEY, CALIFORNIA 91352	1	Armed	0800 - 1700	9	0	9	196	0	2,346	0
			1	Total Armed		9	0	9	196	0	2,346	0
18	MH	VALLEY COORDINATED CHILDREN SVCS 19231 VICTORY BLVD, STE 110 RESEDA, CA 91335	1	Unarmed	1000 - 1830	8.5	0.0	8.5	185	0	2,216	0
			1	Total Unarmed		8.5	0.0	8.5	185	0	2,216	0
19	MH	SAN FERNANDO MHC 10605 BALBOA BLVD GRANADA HILLS, CA 91344	1	Armed	0730 - 1630	8	0	8	174	0	2,086	0
			1	Armed	0800 - 1700	8	0	8	174	0	2,086	0
			1	Armed	0930 - 1830	8	0	8	174	0	2,086	0
			1	Armed	1000 - 1900	8	0	8	174	0	2,086	0
			1	Armed	0730 - 1700	9.5	0	9.5	206	0	2,477	0
5	Total Armed		41.5	0	41.5	902	0	10,820	0			
20	MH	SAN FERNANDO WELLNESS CTR 10515 BALBOA BLVD GRANADA HILLS, CA 91344	1	Unarmed	0800 - 1830	10	0	10	217	0	2,607	0
			1	Total Unarmed		10	0	10	217	0	2,607	0
21	MH	SAN FERNANDO MHC FSP 10515 BALBOA BLVD GRANADA HILLS, CA 91344	1	Armed	0730 - 1830	10	0	10	217	0	2,607	0
			1	Armed	0800 - 1900	10	0	10	217	0	2,607	0
22	MH	SANTA CLARITA VALLEY 23501 CINEMA DR VALENCIA, CA 91355	1	Armed	0800 - 1600	8	0	8	174	0	2,086	0
			1	Armed	0800 - 1830	10.5	0	10.5	228	0	2,738	0
			1	Armed	0800 - 1830 M, W, TH, F	10.5	0	10.5	183	0	2,190	0
			NC	Armed	0900 - 2000 Tues	11	0	11	48	0	574	0
			3	Total Armed		40.0	0.0	40.0	632	0	7,587	0

**SOW - ATTACHMENT 2 - MINIMUM STAFFING PLAN - SPA TWO**  
**ARMED AND UNARMED SECURITY GUARD SERVICES**  
**NORTH ZONE - SERVICE PLANNING AREA TWO - SAN FERNANDO VALLEY**

LOC	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
23	MH	WEST VALLEY MHC 7621 CANOGA AVE CANOGA PARK, CA 91304	1	Armed	Mon - Fri	8.0	0	8	174	0	174	2,086	0	2,086
			1	Armed	Mon - Fri	10.5	0	10.5	228	0	228	2,738	0	2,738
			2	Total Armed		18.5	0	18.5	402	0	402	4,823	0	4,823
24	MH	WEST VALLEY WELLNESS CTR 6800 OWENSMOUTH AVE, STE 160 CANOGA PARK, CA 91303	1	Unarmed	Mon - Fri	10.5	0	10.5	228	0	228	2,738	0	2,738
			1	Total Unarmed		10.5	0	10.5	228	0	228	2,738	0	2,738
25	MH	OLIVE VIEW-UCLA - COMMUNITY SVCS PROJ 14659 OLIVE VIEW DR SYLMAR, CA 91342	2	Unarmed	Mon - Fri	16	0	16	348	0	348	4,171	0	4,171
			2	Unarmed	Mon - Fri	6	0	6	130	0	130	1,564	0	1,564
			NC	2	Sat	19	0	19	83	0	83	991	0	991
			1	Unarmed	Mon - Fri	11	0	11	239	0	239	2,868	0	2,868
			NC	1	Sat	8.5	0	8.5	37	0	37	443	0	443
			1	Unarmed	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			8	Total Unarmed		84.5	0.0	84.5	1,566	0	1,566	18,798	0	18,798
26	PH OVMC	GLENDALE HEALTH CENTER 501 NORTH GLENDALE AVENUE GLENDALE, CALIFORNIA 91206	1	Unarmed	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			1	Unarmed	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			2	Total Unarmed		16	0	16	348	0	348	4,171	0	4,171
27	PH OVMC	NORTH HOLLYWOOD HEALTH CENTER 5300 TUJUNGA AVENUE NORTH HOLLYWOOD, CALIFORNIA 91601	1	Unarmed	Mon - Fri	11	0	11	239	0	239	2,868	0	2,868
			1	Total Unarmed		11	0	11	239	0	239	2,868	0	2,868
28	PH OVMC	PACOIMA HEALTH CENTER 13300 VAN NUYS BOULEVARD PACOIMA, CALIFORNIA 91328	1	Unarmed	Mon - Fri	11	0	11	239	0	239	2,868	0	2,868
			1	Total Unarmed		11	0	11	239	0	239	2,868	0	2,868
29	PROB	BARRY J. NIDORF JUVENILE HALL 16350 FILBERT ST SYLMAR, CA 91342	1	Unarmed	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			3	Total Unarmed		24	0	24	730	0	730	8,760	0	8,760
			3	Armed	Sun - Sat, Hol	24	0	24	730	0	730	8,760	0	8,760
			3	Armed	Sun - Sat, Hol	24	0	24	730	0	730	8,760	0	8,760
			2	Armed	Sun - Sat, Hol	16	0	16	487	0	487	5,840	0	5,840
			8	Total Armed		64	0	64	1,947	0	1,947	23,360	0	23,360
			11	Facility Total		88	0	88	2,677	0	2,677	32,120	0	32,120
30	PROB	VAN NUYS DAY REPORTING CTR 6640 VAN NUYS BLVD VAN NUYS, CA 91405	1	Armed	Mon - Fri	9	0	9	196	0	196	2,346	0	2,346
			1	Total Armed		9	0	9	196	0	196	2,346	0	2,346

**SOW - ATTACHMENT 2 - MINIMUM STAFFING PLAN - SPA TWO**  
**ARMED AND UNARMED SECURITY GUARD SERVICES**  
**NORTH ZONE - SERVICE PLANNING AREA TWO - SAN FERNANDO VALLEY**

LOC	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
31	PROB	EAST SAN FERNANDO VALLEY 14414 DELANO ST VAN NUYS, CA 91401	2 NC 1 2 Total Armed	Armed Armed Total Armed	Mon - Fri 2nd Tues	18 6 24	0 0 0	18 6 24	391 6 397	0 0 0	391 6 397	4,693 72 4,765	0 0 0	4,693 72 4,765
32	PROB	VALENCIA SUB AREA OFFICE 23759 VALENCIA BLVD VALENCIA, CA 91355	1 1 Total Armed	Armed Total Armed	Mon - Fri	8 8	0 0	8 8	174 174	0 0	174 174	2,086 2,086	0 0	2,086 2,086
33	PROB	VAN NUYS AREA OFFICE (MAIN) 14540 HAYNES STREET VAN NUYS, CALIFORNIA 91411	1 1 Total Armed	Armed Total Armed	Mon - Fri	8 8	0 0	8 8	174 174	0 0	174 174	2,086 2,086	0 0	2,086 2,086
34	PROB	VAN NUYS JUVENILE INTERVIEW CENTER 7100 VAN NUYS BOULEVARD #206 VAN NUYS, CALIFORNIA 91405 Terminate service effective 10/16/2015	0 0 Total Armed	Armed Total Armed	Mon - Fri	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
35	PROB	VAN NUYS JUVENILE INVESTIGATION UNIT 7100 VAN NUYS BOULEVARD #214 VAN NUYS, CALIFORNIA 91405 Terminate service effective 10/16/2015	0 0 Total Armed	Armed Total Armed	Mon - Fri	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
36	PROB	PACOIMA AREA OFFICE AB109 13557 VAN NUYS BOULEVARD PACOIMA, CALIFORNIA 91331	4 4 Total Armed	Armed Total Armed	Mon - Fri	32 32	0 0	32 32	695 695	0 0	695 695	8,343 8,343	0 0	8,343 8,343
36		SERVICE ADDRESS	POSITION	SHIFT	DAYS	REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
		SPA TWO TOTAL	62 67 3 10 13 1 143	Unarmed Armed On Site Supervisors Field Supervisors 1:10 Total Supervisor Post Commander		531 583 24 80 104 8 1,225	0 0 0 0 0 0 0	531 583 24 80 104 8 1,225	13,620 13,268 730 1,738 2,468 174 29,530	0 0 0 0 0 0 0	13,620 13,268 730 1,738 2,468 174 29,530	163,442 159,212 8,760 20,860 29,620 2,086 354,360	0 0 0 0 0 0 0	163,442 159,212 8,760 20,860 29,620 2,086 354,360

Note: "REG" = Straight Time  
 \*OVERHEAD (OH) POSITIONS: As set forth in Statement of Work (SOW) Subparagraph 6.1.2 These positions are not directly billed by Contractor to County.  
 E=Evening  
 N=Night

SOW - ATTACHMENT 2 - MINIMUM STAFFING FOR SPA FOUR  
ARMED AND UNARMED SECURITY GUARD SERVICES  
NORTH ZONE - SERVICE PLANNING AREA FOUR - METRO

LO	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
1	CSS	ADMINISTRATION 3175 WEST SIXTH STREET LOS ANGELES, CALIFORNIA 90020	1	Armed	Mon - Thu	12	0	12	209	0	209	2,503	0	2,503
			NC	Armed	Fri	11	0	11	48	0	48	574	0	574
			1	Total Armed		23	0	23	256	0	256	3,076	0	3,076
2	DCFS	METRO NORTH (BORAX BLDG) 1933 SOUTH BROADWAY LOS ANGELES, CALIFORNIA 90007 Holiday schedule: Monday holidays only	1	Armed	Sun - Sat, Hol	13	0	13	395	0	395	4,745	0	4,745
			1	Armed	Mon - Fri	12	0	12	261	0	261	3,129	0	3,129
			1	Armed	Sat, Sun Hol-Mon	24	0	24	209	0	209	2,503	0	2,503
			2	Armed	0700 - 1500	16	0	16	487	0	487	5,840	0	5,840
			2	Armed	1500 - 2300	16	0	16	487	0	487	5,840	0	5,840
			2	Armed	2300 - 0700	16	0	16	487	0	487	5,840	0	5,840
			9	Total Armed		97	0	97	2,325	0	2,325	27,896	0	27,896
3	DCFS	METROPLEX YOUTH 3530 WILSHIRE BOULEVARD, 4TH FLOOR LOS ANGELES, CALIFORNIA 90020	1	Armed	Mon - Fri	9	0	9	196	0	196	2,346	0	2,346
			1	Total Armed		9	0	9	196	0	196	2,346	0	2,346
4	DCFS	HEADQUARTERS 425 SHATTTO PLACE, ROOM 307 LOS ANGELES, CALIFORNIA 90020	1	Armed	Mon - Fri	11	0	11	239	0	239	2,868	0	2,868
			1	Total Armed		11	0	11	239	0	239	2,868	0	2,868
5	DCFS	YOUTH WELCOME CENTER (YWC) 2020 ZONAL AVENUE LOS ANGELES, CALIFORNIA 90089 Located on LAC-USC Campus	2	Armed	0600 - 1400	16	0	16	487	0	487	5,840	0	5,840
			2	Armed	1400 - 2200	16	0	16	487	0	487	5,840	0	5,840
			2	Armed	2200 - 0600	16	0	16	487	0	487	5,840	0	5,840
			6	Total Armed		48	0	48	1,460	0	1,460	17,520	0	17,520
			1	Unarmed	0600 - 1400	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	1400 - 2200	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	2200 - 0600	8	0	8	243	0	243	2,920	0	2,920
			3	Total Unarmed		24	0	24	730	0	730	8,760	0	8,760
			9	Facility Total		72	0	72	2,190	0	2,190	26,280	0	26,280



SOW - ATTACHMENT 2 - MINIMUM STAFFING FOR SPA FOUR  
ARMED AND UNARMED SECURITY GUARD SERVICES  
NORTH ZONE - SERVICE PLANNING AREA FOUR - METRO

COI	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
6	DHS	USC MEDICAL CENTER 1200 NORTH STATE STREET LOS ANGELES, CALIFORNIA 90033	* Project Manager (OH)	0800 - 1700	Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086
	USC													
NO REL On Site Super		OPD SCREENING Z-1A	Unarmed	0630 - 1500	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed	1430 - 2300	Sun - Sat, Hol	8	0	8.0	243	0	243	2,920	0	2,920
			Unarmed	2230 - 0700	Sun - Sat, Hol	8	0	8.0	243	0	243	2,920	0	2,920
		Z-1B	Unarmed	1430 - 2000	Mon - Fri	5.5	0	5.5	119.5	0	119	1,434	0	1,434
		1950 ENTRANCE Z-2	Unarmed	0700 - 1730	Mon - Fri	10	0	10	217	0	217	2,607	0	2,607
		IPT TOWER ELEVATORS Z-4	Unarmed	0730 - 1600	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed	1530 - 2400	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed	2330 - 0800	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
		IPT WEAPON SCAN Z-5	Unarmed	0730 - 1600	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed	1530 - 2400	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed	2330 - 0800	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
		IPT WEAPON X-RAY Z-6	Unarmed	0730 - 1600	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed	1530 - 2400	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed	2330 - 0800	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
		CT ENTRANCE SCAN Z-7	Unarmed	1530 - 2400	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed	2330 - 0800	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
		CT ENTRANCE X-RAY Z-8	Unarmed	0630 - 1430	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed	1430 - 2130	Sun - Sat, Hol	7	0	7	213	0	213	2,555	0	2,555
		CT BRIDGE/SCAN/LOT 09D Z-9	Unarmed	0730 - 1600	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed	1530 - 2400	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
		Unarmed	2330 - 0800	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
	CT BRIDGE X-RAY/ROVER Z-10	Unarmed	0600 - 1430	Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086	
		Unarmed	1430 - 2100	Mon - Fri, Hol	6.5	0	6.5	141	0	141	1,695	0	1,695	
	CT/ER OBSERVATION Z-11	Unarmed	0730 - 1600	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
		Unarmed	1530 - 2400	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
		Unarmed	2330 - 0800	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
	D&T-PEDS/PSYCH ER Z-17A	Unarmed	0730 - 1600	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
		Unarmed	1530 - 2400	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
		Unarmed	2330 - 0800	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
	PARKING LOT 9D Z-12A	Unarmed	0600 - 1400	Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086	
	D & T WALK IN SCAN Z-13	Unarmed	0730 - 1600	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
		Unarmed	1530 - 2400	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
		Unarmed	2330 - 0800	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
	D & T WALK IN X-RAY Z-13A	Unarmed	0730 - 1600	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
		Unarmed	1530 - 2400	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
		Unarmed	2330 - 0800	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
	DEM AMBULANCE ENTRANCE Z-14	Unarmed	0730 - 1600	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
		Unarmed	1530 - 2400	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	
		Unarmed	2330 - 0800	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920	

SOW - ATTACHMENT 2 - MINIMUM STAFFING FOR SPA FOUR  
ARMED AND UNARMED SECURITY GUARD SERVICES  
NORTH ZONE - SERVICE PLANNING AREA FOUR - METRO

LOT	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
USC continued		PSYCH WALK IN TOWER Z-14C	1	Unarmed	0730 - 1600	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	1530 - 2400	8	0	8	243	0	243	2,920	0	2,920
		UNIT 2 PARKING LOT Z-15A	1	Unarmed	2330 - 0800	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	1900 - 0700	12	0	12	261	0	261	3,129	0	3,129
		DEM PATIENT WAITING Z-16	1	Unarmed	0730 - 1600	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	1530 - 2400	8	0	8	243	0	243	2,920	0	2,920
		DEM WAITING LOBBY Z-17	1	Unarmed	2330 - 0800	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	0730 - 1600	8	0	8	243	0	243	2,920	0	2,920
		BASEMENT GARAGE Z-18	1	Unarmed	1530 - 2400	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	2330 - 0800	8	0	8	243	0	243	2,920	0	2,920
		OPD CLINIC 2ND FLR Z-19	1	Unarmed	0630 - 1500	8	0	8	174	0	174	2,086	0	2,086
			1	Unarmed	1500 - 2130	6.5	0	6.5	141	0	141	1,695	0	1,695
		OPD CLINIC 2ND FLR Z-19B	NC	1	Unarmed	0630 - 2000	13.5	0	13.5	59	0	704	0	704
			1	Unarmed	0630 - 1500	8	0	8	174	0	174	2,086	0	2,086
		OPD CLINIC 2ND FLR Z-19C	1	Unarmed	1500 - 2130	6.5	0	6.5	141	0	141	1,695	0	1,695
			1	Unarmed	1730 - 2130	4	0	4	87	0	87	1,043	0	1,043
		D & T EMERGENCY RAMP Z-20	1	Unarmed	0730 - 1600	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	1530 - 2400	8	0	8	243	0	243	2,920	0	2,920
		UNIT1 ROVER GH LOAD DOCK Z-22	1	Unarmed	2330 - 0800	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	0600 - 1530	9	0	9	196	0	196	2,346	0	2,346
		SCHOOL OF NURSING Z-23	1	Unarmed	0600 - 1430	8	0	8	209	0	209	2,503	0	2,503
			1	Unarmed	1400 - 2230	8	0	8	209	0	209	2,503	0	2,503
		IRD ROVER	1	Unarmed	1500 - 1900	4	0	4	87	0	87	1,043	0	1,043
			1	Unarmed	0600 - 1400	8	0	8	174	0	174	2,086	0	2,086
		PARKING LOT 12A Z-24A	1	Unarmed	0700 - 1800	11	0	11	191	0	191	2,294	0	2,294
			1	Unarmed	0700 - 2200	15	0	15	65	0	65	782	0	782
		Outpatient 1st Flr Z-19C	1	Unarmed	0730 - 1600	8	0	8	174	0	174	2,086	0	2,086
			1	Unarmed	1530 - 2400	8	0	8	174	0	174	2,086	0	2,086
		ROVER	1	Unarmed	0730 - 1600	8	0	8	35	0	35	417	0	417
			1	Unarmed	1530 - 2400	8	0	8	35	0	35	417	0	417
		ROVER	1	Unarmed	0730 - 2400	16	0	16	70	0	70	834	0	834
			1	Unarmed	0500 - 1330	8	0	8	174	0	174	2,086	0	2,086
		PARKING LOT Z-12B	1	Unarmed	Sat & Sun	8	0	8	70	0	70	834	0	834
		LOADING DOCK ENTRANCE Z-28	1	Unarmed	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920

SOW - ATTACHMENT 2 - MINIMUM STAFFING FOR SPA FOUR  
ARMED AND UNARMED SECURITY GUARD SERVICES  
NORTH ZONE - SERVICE PLANNING AREA FOUR - METRO

LOC	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
6					Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
					Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
		IPT PSYCH AREA Z-29	Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
		COURTYARD C-1	Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Post Detail:		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			C1		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Wellness Ctr		Mon - Fri, Hol									
			C1		Sun - Sat, Hol									
		RELIEF SECURITY GUARD 1 Z-31	Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
		RELIEF SECURITY GUARD 2 Z-32	Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
		RELIEF SECURITY GUARD 3 Z-33	Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
		CLINIC TOWER SCAN/PEAK Z-7A	Unarmed		Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086
		CLINIC TOWER X-RAY/PEAK Z-8A	Unarmed		Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086
		CLINIC TOWER 1ST FL EMP ENT Z-8B	Unarmed		Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086
		L & D HALLWAY Z-5A	Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
		IMPATIENT TOWERS (ROVER) Z-6A	Unarmed		Sun - Sat, Hol	11	0	11	335	0	335	4,015	0	4,015
		CLINIC TOWER (ROVER) POST Z-6B	Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
		PATIENT TRANSPORT HALL Z-14B	Unarmed		Sat, Sun, Hol	8	0	8	70	0	70	834	0	834
		IRD, 6TH FLOOR Z-14B	Unarmed		Mon - Fri, Hol	9	0	9	196	0	196	2,346	0	2,346
		IRD 1ST FLOOR Z-24B	Unarmed		Mon - Fri, Hol	9	0	9	196	0	196	2,346	0	2,346
		PATIENT TRANSPORT HALL Z-14B	Unarmed		Sat, Sun, Hol	8	0	8	70	0	70	834	0	834
		OLD GENERAL HOSPITAL BACK ENTRANCE, Z-2B	Unarmed		Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086
		PATIENT TRANSPORT HALL Z-14B	Unarmed		Sat, Sun, Hol	8	0	8	70	0	70	834	0	834
		IPT 8TH FLR PEDIATRICS Z-5B	Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Unarmed		Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			Total Unarmed		Sun - Sat, Hol	903	0	903	23,065	0	23,065	276,774	0	276,774
			107											

SOW - ATTACHMENT 2 - MINIMUM STAFFING FOR SPA FOUR  
ARMED AND UNARMED SECURITY GUARD SERVICES  
NORTH ZONE - SERVICE PLANNING AREA FOUR - METRO

LOG	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
7	USC	continued	S/S S-1			8	0	8	174	0	174	2,086	0	2,086
			WATCH SUPERVISOR Z-40		Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086
			1	On Site Supervisors	0800 - 1700	8	0	8	174	0	174	2,086	0	2,086
			1	On Site Supervisors	0730 - 1600	8	0	8	243	0	243	2,920	0	2,920
			1	On Site Supervisors	1530 - 2400	8	0	8	243	0	243	2,920	0	2,920
			1	On Site Supervisors	2330 - 0800	8	0	8	243	0	243	2,920	0	2,920
			1	On Site Supervisors	0730 - 1600	8	0	8	243	0	243	2,920	0	2,920
			1	On Site Supervisors	1530 - 2400	8	0	8	243	0	243	2,920	0	2,920
			1	On Site Supervisors	2330 - 0800	8	0	8	243	0	243	2,920	0	2,920
			1	On Site Supervisors	0730 - 1600	8	0	8	243	0	243	2,920	0	2,920
			1	On Site Supervisors	1530 - 2400	8	0	8	243	0	243	2,920	0	2,920
			1	On Site Supervisors	2330 - 0800	8	0	8	243	0	243	2,920	0	2,920
8	DHS	USC	RELIEF SUPERVISOR 1 Z-34		Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086
			RELIEF SUPERVISOR 2 Z-35		Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086
			RELIEF SUPERVISOR 3 Z-36		Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086
			RELIEF SUPERVISOR Z-37		Mon - Fri, Hol	8	0	8	174	0	174	2,086	0	2,086
			13	Total On Site Supervisors	1530 - 2400	104	0	104	3,024	0	3,024	36,291	0	36,291
			1	Total Post Commander	0730 - 1600	8	0	8	174	0	174	2,086	0	2,086
			122	Facility Total		1,023	0	1,023	26,436	0	26,436	317,237	0	317,237
			ADMINISTRATIVE HQ											
			313 NORTH FIGUEROA STREET											
			LOS ANGELES, CALIFORNIA 90012											
			1	Unarmed	0730 - 1600	8	0	8	243	0	243	2,920	0	2,920
9	DHS	USC	NC 1	Unarmed	0730 - 1600	8	0	8	243	0	243	2,920	0	2,920
			2	Unarmed	0730 - 1600	8	0	8	70	0	70	834	0	834
			1	Unarmed	1530 - 2400	16	0	16	487	0	487	5,840	0	5,840
			1	Unarmed	2330 - 0800	8	0	8	243	0	243	2,920	0	2,920
			4	Total Unarmed		40	0	40	1,043	0	1,043	12,514	0	12,514
			6	Unarmed	0700 - 1530	48	0	48	1,460	0	1,460	17,520	0	17,520
			4	Unarmed	1500 - 2330	32	0	32	973	0	973	11,680	0	11,680
			1	Unarmed	1530 - 2330	8	0	8	243	0	243	2,920	0	2,920
			1	Unarmed	2300 - 0730	8	0	8	243	0	243	2,920	0	2,920
			12	Total Unarmed		96	0	96	2,920	0	2,920	35,040	0	35,040
			1	Total On-Site Armed Supervisor	2300 - 0700	7.5	0.0	7.5	228	0	228	2,738	0	2,738
			13	Facility Total		104	0	104	3,148	0	3,148	37,778	0	37,778
10	DPSS	METRO NORTH	2601 WILSHIRE BOULEVARD		Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			LOS ANGELES, CALIFORNIA 90057		Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			2	Total Armed		16	0	16	348	0	348	4,171	0	4,171
			1	Armed	0800 - 1600	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	0745 - 1645	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	0900 - 1800	8	0	8	174	0	174	2,086	0	2,086
			3	Total Armed		24	0	24	521	0	521	6,257	0	6,257
			WILSHIRE SPECIAL		Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			2415 WEST SIXTH STREET		Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			LOS ANGELES, CALIFORNIA 90057		Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	0800 - 1600	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	0745 - 1645	8	0	8	174	0	174	2,086	0	2,086
11	DPSS	CIVIC CENTER	813 EAST FOURTH PLACE		Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			LOS ANGELES, CA 90013		Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			3	Total Armed		24	0	24	521	0	521	6,257	0	6,257
			1	Armed	0800 - 1700	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	0700 - 1600	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	1030 - 1930	8	0	8	174	0	174	2,086	0	2,086
			3	Total Armed		24	0	24	521	0	521	6,257	0	6,257
			EXPO PARK / GAIN / ASH		Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			3833 SOUTH VERMONT AVENUE		Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			LOS ANGELES, CALIFORNIA 90007		Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	0800 - 1700	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	0700 - 1600	8	0	8	174	0	174	2,086	0	2,086
12	DPSS	EXPO PARK / GAIN / ASH	3833 SOUTH VERMONT AVENUE		Mon - Fri	16	0	16	348	0	348	4,171	0	4,171
			LOS ANGELES, CALIFORNIA 90007		Mon - Fri	16	0	16	348	0	348	4,171	0	4,171
			6	Total Armed		56	0	56	1,112	0	1,112	13,349	0	13,349
			1	Armed	0600 - 1430	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	0630 - 1430	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	0800 - 1700	8	0	8	174	0	174	2,086	0	2,086
			NC 1	Armed	0800 - 1700	8	0	8	70	0	70	834	0	834
			1	Armed	0700 - 1600	8	0	8	174	0	174	2,086	0	2,086
			2	Armed	0930 - 1830	16	0	16	348	0	348	4,171	0	4,171
			6	Total Armed		56	0	56	1,112	0	1,112	13,349	0	13,349
			1	Armed	0600 - 1430	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	0630 - 1430	8	0	8	174	0	174	2,086	0	2,086

**SOW - ATTACHMENT 2 - MINIMUM STAFFING FOR SPA FOUR  
ARMED AND UNARMED SECURITY GUARD SERVICES  
NORTH ZONE - SERVICE PLANNING AREA FOUR - METRO**

LOC	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
13	DPSS	LINCOLN HEIGHTS 4077 NORTH MISSION ROAD LOS ANGELES, CALIFORNIA 90032	1	Armed	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			2	Total Armed		16	0	16	348	0	348	4,171	0	4,171
14	DPSS	METRO FAMILY 2615 SOUTH GRAND AVENUE LOS ANGELES, CALIFORNIA 90007	1	Armed	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			4	Total Armed		32	0	32	695	0	695	8,343	0	8,343
15	DPSS	METRO SPECIAL 2707 SOUTH GRAND AVENUE LOS ANGELES, CALIFORNIA 90007	3	Armed	Mon - Fri	24	0	24	521	0	521	6,257	0	6,257
			1	Armed	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			1	Armed	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			5	Total Armed		40	0	40	869	0	869	10,429	0	10,429
16	DPSS	WILSHIRE SPECIAL GR/GROW (MCS) 3333 WILSHIRE BOULEVARD LOS ANGELES, CALIFORNIA 90010	1	Armed	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			1	Total Armed		8	0	8	174	0	174	2,086	0	2,086
17	ISD	COGEN PLANT 301 NORTH BROADWAY AVENUE LOS ANGELES, CALIFORNIA 90012	1	Armed	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			1	Armed	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			1	Armed	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			3	Total Armed		24	0	24	730	0	730	8,760	0	8,760
18	ISD	MALL GARAGE LOT #18 500 WEST TEMPLE STREET LOS ANGELES, CALIFORNIA 90012	1	Armed	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			1	Armed	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			1	Armed	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			3	Total Armed		24	0	24	730	0	730	8,760	0	8,760
19	MH	CAL WORKS 631 MAPLE AVENUE LOS ANGELES, CALIFORNIA 90014	1	Armed	Mon - Fri	9.5	0	9.5	206	0	206	2,477	0	2,477
			1	Total Armed		9.5	0	9.5	206	0	206	2,477	0	2,477

**SOW - ATTACHMENT 2 - MINIMUM STAFFING FOR SPA FOUR  
ARMED AND UNARMED SECURITY GUARD SERVICES  
NORTH ZONE - SERVICE PLANNING AREA FOUR - METRO**

LOC	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
20	MH	PEI PROGRAM 224 EAST 6TH STREET LOS ANGELES, CALIFORNIA 90014	1	Armed	Mon - Fri	9.5	0	9.5	206	0	206	2,477	0	2,477
			1	Total Armed		9.5	0	9.5	206	0	206	2,477	0	2,477
21	MH	DOWNTOWN MENTAL HEALTH MODULAR 640 & 646 SOUTH MAPLE AVENUE LOS ANGELES, CALIFORNIA 90013	2	Unarmed	Mon - Fri	21	0	21	456	0	456	5,475	0	5,475
			2	Unarmed	Mon - Fri	16	0	16	348	0	348	4,171	0	4,171
			4	Total Unarmed		37	0	37	804	0	804	9,646	0	9,646
22	MH	HOLLYWOOD WELLNESS CTR 5000 WEST SUNSET BOULEVARD, SUITE 600 LOS ANGELES, CALIFORNIA 90027	1	Unarmed	Mon - Fri	9.5	0	9.5	206	0	206	2,477	0	2,477
			1	Total Unarmed		9.5	0	9.5	206	0	206	2,477	0	2,477
23A	MH	HEADQUARTERS 550 SOUTH VERMONT AVENUE, 11TH FLR LOS ANGELES, CALIFORNIA 90020	1	Armed	Mon - Fri	9	0	9	196	0	196	2,346	0	2,346
			1	Armed	Mon - Thu	10	0	10	174	0	174	2,086	0	2,086
			NC	Armed	Fri	7.25	0	7.25	126	0	126	1,512	0	1,512
			1	Armed	Mon - Thu	8.25	0	8.25	36	0	36	430	0	430
			2	Armed	Mon - Fri	9	0	9	156	0	156	1,877	0	1,877
			NC	Armed	Mon - Fri	6	0	6	130	0	130	1,564	0	1,564
			1	Armed	Fri	4	0	4	17	0	17	209	0	209
			1	Tunnel Area Armed	Mon - Fri	4	0	4	87	0	87	1,043	0	1,043
			7	Total Armed		57.50	0.00	57.50	922	0	922	11,067	0	11,067
23B	MH	HEADQUARTERS (CSUN) 550 SOUTH VERMONT AVENUE, 11TH FLR LOS ANGELES, CALIFORNIA 90020	NC	Armed	Wed	4	0	4	17	0	17	209	0	209
			NC	Armed	Wed	2	0	2	9	0	9	104	0	104
			0	Total Armed		6	0	6	26	0	26	313	0	313

**SOW - ATTACHMENT 2 - MINIMUM STAFFING FOR SPA FOUR  
ARMED AND UNARMED SECURITY GUARD SERVICES  
NORTH ZONE - SERVICE PLANNING AREA FOUR - METRO**

LOC	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
24	MH	<b>DOWNTOWN MHSA FSP</b> 426 SOUTH SAN PEDRO STREET LOS ANGELES, CALIFORNIA 90013	1  1 <b>Total Armed</b>	0730 - 1600	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
						8	0	8	174	0	174	2,086	0	2,086
25	MH	<b>BOB HOPE PATRIOTIC HALL 6th Flr</b> 1816 SOUTH FIGUEROA STREET LOS ANGELES, CALIFORNIA 90015	1  1 <b>Total Armed</b>	0800 - 1700	Mon - Fri	9	0	9	196	0	196	2,346	0	2,346
						9	0	9	196	0	196	2,346	0	2,346
26	MH	<b>PROJECT 50</b> 521 SOUTH SAN PEDRO STREET LOS ANGELES, CALIFORNIA 90013	1  1 <b>Total Unarmed</b>	0730 - 1700	Mon - Fri	9.5	0	9.5	206	0	206	2,477	0	2,477
						9.5	0.0	9.5	206	0	206	2,477	0	2,477
27	MH	<b>SKID ROW MANAGEMENT TEAM</b> 420 EAST 3RD STREET 9TH FLOOR LOS ANGELES, CALIFORNIA 90013	1  1 <b>Total Unarmed</b>	0800 - 1730	Mon - Fri	8.5	0	8.5	185	0	185	2,216	0	2,216
						8.5	0.0	8.5	185	0	185	2,216	0	2,216
28	MH	<b>LITTLE TOYKO LOFT</b> 420 SOUTH SAN PEDRO STREET, SUITE G3 LOS ANGELES, CALIFORNIA 90013	1  1 <b>Total Armed</b>	0630 - 1900	Mon - Fri	12.5	0	12.5	272	0	272	3,259	0	3,259
						12.5	0.0	12.5	272	0	272	3,259	0	3,259
29	MH	<b>LTL PARKING LOT</b> 332 SOUTH OMAR STREET LOS ANGELES, CALIFORNIA 90013	1  1 <b>Total Armed</b>	0630 - 1900	Mon - Fri	12.5	0	12.5	272	0	272	3,259	0	3,259
						12.5	0.0	12.5	272	0	272	3,259	0	3,259
30	MIL & VA	<b>BOB HOPE PATRIOTIC HALL</b> 1816 SOUTH FIGUEROA STREET LOS ANGELES, CALIFORNIA 90012	1 1 1 1 <b>Facility Total</b>	0630 - 1530 0800 - 1700 0900 - 1800 1200 - 2100	Mon - Fri Mon - Fri Mon - Fri Mon - Fri	8 8 8 32	0 0 0 0	8 8 8 32	174 174 174 695	0 0 0 0	174 174 174 695	2,086 2,086 2,086 8,343	0 0 0 0	2,086 2,086 2,086 8,343

**SOW - ATTACHMENT 2 - MINIMUM STAFFING FOR SPA FOUR  
ARMED AND UNARMED SECURITY GUARD SERVICES  
NORTH ZONE - SERVICE PLANNING AREA FOUR - METRO**

LOC	DEPT	SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
31	PH	CENTRAL HEALTH CENTER	1	0600 - 1430	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
	USC	241 NORTH FIGUEROA STREET LOS ANGELES, CALIFORNIA 90012	1	0930 - 1800	Mon - Fri	8	0	8	174	0	174	2,086	0	2,086
			2		Total Unarmed	16	0	16	348	0	348	4,171	0	4,171
32	PROB	CENTRAL JUVENILE HALL	1	0600 - 1400	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
		1605 EASTLAKE AVENUE	1	1400 - 2200	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
		LOS ANGELES, CALIFORNIA 90033	2		Total Unarmed	16	0	16	487	0	487	5,840	0	5,840
			4	0600 - 1400	Sun - Sat, Hol	32	0	32	973	0	973	11,680	0	11,680
			4	1400 - 2200	Sun - Sat, Hol	32	0	32	973	0	973	11,680	0	11,680
			1	2200 - 0600	Sun - Sat, Hol	8	0	8	243	0	243	2,920	0	2,920
			1	0800 - 1700	Mon - Fri, Hol	9	0	9	196	0	196	2,346	0	2,346
			10		Total Armed	81	0	81	2,386	0	2,386	28,626	0	28,626
			12		Facility Total	97	0	97	2,872	0	2,872	34,466	0	34,466
		SERVICE ADDRESS	POSITION	SHIFT	DAYS	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
		SPA FOUR TOTAL	137			1,160	0	1,160	29,993	0	29,993	359,916	0	359,916
		*OVERHEAD (OH):	77	Armed		690	0	690	15,879	0	15,879	190,543	0	190,543
		*PROGRAM SUPERVISORS (OH):	14	On Site Supervisors		112	0	112	3,252	0	3,252	39,029	0	39,029
		ONE per ZONE - EACH shift: AM, PM, EM	11	Field Supervisors 1:10		88	0	88	1,912	0	1,912	22,946	0	22,946
		*PROGRAM MANAGER (OH)	25	Total Supervisor		200	0	200	5,165	0	5,165	61,975	0	61,975
		40 hrs/wk: SPA FOUR - USC MEDICAL CENTER	1	Post Commander		8	0	8	174	0	174	2,086	0	2,086
			1	* Program Manager (OH)		8	0	8	174	0	174	2,086	0	2,086
32			241			2,065	0	2,065	51,384	0	51,384	616,605	0	616,605

Note: "REG" = Straight Time

\*OVERHEAD (OH) POSITIONS: As set forth in Statement of Work (SOW) Subparagraph 6.1.2 These positions are not directly billed by Contractor to County.

E=Evening

N=Night



## **ARMED AND UNARMED SECURITY GUARD SERVICES**

### **EXHIBIT A – STATEMENT OF WORK**

#### **ATTACHMENT 3 - TRAINING OUTLINE**

The following is an outline of the training requirements for the provision of Armed and Unarmed Security Guard Services under the Agreement. Detail of the training curriculum with Agreement-specific requirements, noted as required, begins on page five (5) of this Training Outline.

Training required under the Agreement includes, but is not limited to, Skills Training Course for Security Guards, provided by the Contractor to meet State and County requirements. Onsite training provided by Contractor on Security personnel's first day of Work to orient Security personnel to the assigned Location, Post, equipment, and/or procedures. County-provided training to meet the regulatory requirements and/or policies of the specific Location or Post. Specialized County-provided training when required by the particular Location. Annual County and/or Contractor-provided continuing education, supported by the Contractor's evaluation of licensed guard's skills and based on the requirements of the site and/or regulatory or license requirements. All training is to be provided at no cost to the County.

#### **1.0 Skills Training Course for Security Guards - Background**

Security Guards throughout the State of California must comply with the training, licensing, and certification requirements of the Department of Consumer Affairs (DCA), Bureau of Security and Investigative Services (BSIS), under Title 16, Division 7 of the California Code of Regulations, Article 9. §643. Skills Training Course for Security Guards, (detail to follow) under the Authority of Sections 7581, 7583.6, and 7583.7 of the Business and Professions Code.

#### **1.1 Skills Training Course for Security Guards - Overview**

The following is an overview of the Skills Training Course for Security Guards required under the Business and Professions Code. Training Course details and Agreement-specific requirements follow the Skills Training Course Information for each section below.

##### **1.1.1 Skills Training Course for Security Guards – Divided Into Four (4) Sections:**

1.1.1.1 Power to Arrest Course – test score of 100% is required to receive California Guard Card (license).

1.1.1.2 Mandatory Courses – instruction in basic skills and a common body of knowledge for all guards. Completion is required “the day the guard begins employment as a security guard” for the State.

Agreement-specific: Completion prior to submission of Administrative File.

Specific training as noted on the Training Outline.

Test scores of 100% for all courses required by County.

1.1.1.3 Elective Courses – instruction in performance of duties/opportunity to select additional course work. Completion is required “the day the guard begins employment as a security guard” for the State.

Agreement-specific: Twenty hours (20) completed prior to Administrative File.  
Twenty eight hours (28) prior if Firearms training required.  
Eight hours (8) training by Contractor on Guard's first day.  
Specific training as noted on the Training Outline as noted.  
Test scores of 100% for all courses required by County.  
Courses pre-selected to meet Agreement requirements.  
Allowable hours are reduced/number of courses increased.  
CPR and First Aid 8, hours each instead of 4 hours total.

- 1.1.1.4 Continuing Education – additional or remedial instruction in private security subject matter. Completion is required annually and is to be supported by an evaluation of licensed guard's skills.

Agreement-specific: County notification eight weeks prior to annual training date.

#### 1.1.2 Skills Training Course for Security Guards - Conclusion

The Agreement requires Power to Arrest (PTA) Course, and all but eight (8) hours of the Skills Training Course for Security Guards to be completed at the time the Contractor submits the Guard's Administrative File to the County with a request for the County to review the Administrative File and conduct a background investigation.

Contractor shall provide the remaining required eight (8) hours of Skills Training Course for Security Guards onsite on their employee's first day of Work in a Location.

#### 1.1.3 Skills Training Course for Security Guards - Summary:

##### 1.1.3.1 Power to Arrest Course:

8 hours with 100% test score required to receive Guard Card

##### 1.1.3.2 Courses required prior to submission of Administrative File:

16 hours mandatory plus 20 hours elective (if unarmed), or 28 hours elective (if armed)

100% test score required on courses completed prior to submission of Administrative File.

##### 1.1.3.3 Courses required on Guard's first day of Work:

8 hours elective pre-selected by County Services Bureau for Agreement compliance.

##### 1.1.3.4 Continuing Education:

8 hours annual training with notification six weeks prior to any required County-provided training.

## 2.0 County-Provided Training - Background

In addition to the Skills Training Course for Security Guards, Security Guards and Security Guard Supervisors shall be required to receive initial, specialized, and annual and/or continuing education County-provided training, conducted by County personnel, based on the regulatory requirements and/or policies of the County, specific assignment, Location and/or Post where security services are being provided. Security Guards or Security Guard Supervisors are required to attend training on scheduled workdays only.

## 2.1 County-Provided Training – Overview

Up to sixteen (16) hours of County-provided training is to be completed, usually during the Guard's first 30 to 60 days of Work, as part of a Location's outside vendor orientation, customer service training, regulatory compliance, and/or Location-specific training requirements.

Annual training updates, continuing education and/or additional specialized training shall be determined by the needs of the specific assignment, Work Location, and/or Post. Contractor shall maintain a Training File on each of their employees (with an onsite file copy if required by the Location).

### 2.1.1 County-Provided Training – Up to Sixteen (16) Hours Based On Location Requirements

Based on the regulatory requirements and/or policies of the County, specific assignment, Location and/or Post, up to sixteen (16) hours of County-provided training shall be required. Examples of the County-provided required training may include, but shall not be limited to:

2.1.1.1 Fire - Life Safety Training

2.1.1.2 Hazardous Material and Infection Control

2.1.1.3 Outside Vendor New Employee Orientation

2.1.1.4 Facility Training

2.1.1.5 Joint Commission on Accreditation of Healthcare Organizations (JCAHO)-  
required training

2.1.1.6 Crisis Intervention Techniques Training

2.1.1.7 Infant / Child Abduction Security Training

2.1.1.8 AB 508 Hospital Violence

2.1.1.9 HIPPA / HI-TECH (Privacy Rules)

2.1.1.10 Disaster Preparedness Manual, HEICS, Code Triage

2.1.1.11 Hostage Crisis Plan

2.1.1.12 EMTALA (Emergency Medical Treatment & Active Labor Act

2.1.1.13 Restraint Guidelines and Policy

2.1.1.14 5150 Hold (Welfare and Institutions Code)

2.1.2 County-Provided Training – Mandatory Prior to Assignment to Department of Mental Health

Prior to assignment to a mental or behavioral health Location, as specified in Attachment 2, Minimum Staffing Plan by SPA, Security Guards and Security Guard Supervisors shall receive mandatory training, as required by Department of Mental Health. The training may be administered by County on-line, via electronic media (DVD), or in a classroom setting, at the discretion of County.

2.1.3 County-Provided Training – Mandatory After Assignment to Department of Mental Health

After assignment to a mental or behavioral health Location, Security Guards and Security Guard Supervisors shall receive, and demonstrate proficiency in, an additional eight (8) hours of mandatory County-provided crisis intervention techniques training, as required by Department of Mental Health, and provided by County personnel.

2.1.4 County-Provided Training - Mandatory Notification of Training Anniversary Date

Contractor shall notify the County Project Manager eight (8) weeks prior to the training anniversary date for individuals assigned to Locations where an annual update to County-provided training is required. The County Project Manager will arrange County-provided annual update training with the Location and notify Contractor of training date and time. Contractor will inform Contractor personnel of training date and time and arrange Post coverage for individual when training is scheduled.

2.1.5 County-Provided Training – Pay for Attendance and Backfill Post Coverage

The cost associated with a training is the hourly rate paid to the Security Guard or Security Guard Supervisor. Contractor shall pay up to eight (8) hours of straight time per Security Guard or Security Guard Supervisor to attend initial, annual, specialized and/or additional required Contractor or County-provided training. Contractor shall provide and pay for back-up coverage for any Security Guard or Security Guard Supervisor attending required training. Contractor is not required to pay for County personnel who provides training.

2.1.6 County-Provided Specialized Training

In the event that specialized training is needed, County Project Manager, or designee, will coordinate training with Contractor Project Manager, or designee. Contractor shall arrange Post coverage and notify Security Guard or Security Guard Supervisor of the required training.

2.1.7 County-Provided Training - Summary

It is incumbent upon the Contractor to ensure that Security Guards and Security Guard Supervisors receive all training needed to meet the initial, annual, and specialized training requirements of the State, County, the Agreement and specific assignment, Location, and/or Post where Armed and Unarmed Security Guard Services and Security Guard Supervision are provided.

## 2.2 Contractor and/or County-Provided – Annual and/or Continuing Education Training

Contractor shall ensure Security Guards and Security Guard Supervisors complete eight (8) hours of additional or remedial instruction annually. Courses may be provided by an independent training entity, by the Contractor, or by the County. Training shall be supported by an annual evaluation, performed by Contractor, of the licensed guards' skills and based on regulatory requirements and/or policies of the County, specific assignment, Location and/or Post or license requirements.

[illegible]

## SKILLS TRAINING COURSE FOR SECURITY GUARDS – DETAIL COURSE DESCRIPTIONS

Title 16, Division 7 of the California Code of Regulations, Article 9. Skills Training Course for Security Guards is included below. Agreement specific requirements have been added, where required, within the detail course descriptions.

**California Department of Consumer Affairs - Bureau of Security and Investigative Services**

**Title 16, Division 7 of the California Code of Regulations**

## Article 9. Skills Training Course for Security Guards

### §643. SKILLS TRAINING COURSE FOR SECURITY GUARDS

(a) The course of skills training for registered security guards shall follow the standards prescribed in section 7583.6(b) of the Business and Professions Code. The attached Appendix sets forth the subjects that shall be taught and the maximum number of hours that shall be allowed towards meeting required training.

(b) For each course, or series of course, the institution or company providing the training shall issue a Certificate of Completion to the individual completing the course.

The certificate shall identify the course(s) taken, the number of hours of training provided, identification of the issuing entity, name of the individual and instructor and a date, and state that the course(s) comply with the Department of Consumer Affairs' Skills Training Course for Security Guards. The certificate shall be serially numbered for tracking.

The “Power to Arrest” course and completion of the Power to Arrest Training Manual Test with a 100% score in accordance with the Power to Arrest Manual’s Administering Instructions, is required for persons to receive a “Guard Card” issued by the State of California. Course requirements are as follows:

**Section One: Power to Arrest (PTA) Course and Power to Arrest Training Manual  
100% Test Score Required to Receive Guard Card**

PTA Part One (Power to Arrest)

4 hours

Objective: To familiarize and instruct the individual on the training topics delineated at Business and Professions Code Section 7583.7, including, without limitation, legal aspects, techniques, liability, and company requirements relating to the arrest of an individual. The training will utilize the Department of Consumer Affairs' Power to Arrest Training Manual and may include lecture, discussion, exercises and role-playing.

1. Overview of Power to Arrest Manual and subject matter.
2. Definition of arrest and discussion on the implications to the subject, the guard and the Company.
3. Lecture/discussion on escalation and de-escalation techniques in the use of force, including role-playing and/or exercises.
4. Exercises in the use of restraint techniques and their implications.
5. Discussion of trespass laws and implications of enforcement, including role-playing in the proper application of trespass laws.
6. Completion of the Power to Arrest Training Manual Test with 100% score in accordance with the Manual's Administering Instructions.

PTA Part Two (Weapons of Mass Destruction & Terrorism Awareness)

4 hours

Objective: To familiarize and instruct the individual on the subject matter and observation skills required to identify and report precursor activities to terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event. The training will utilize the Department of Consumer Affairs' Weapons of Mass Destruction & Terrorism Awareness for Security Professionals course consisting of a Digital Video Disk (DVD), Student Workbook and Facilitator Manual.

1. Introduction and overview of the training.
2. The Role of a Security Guard.
3. The Nature of Terrorism.
4. Weapons of Mass Destruction.
5. Coordinating and Sharing of Critical Information.

**Section Two: Mandatory and Elective Courses Required Prior to Administrative File Submission to County**  
**100% Test Score Required on Each of the Courses Listed**

Objective: To familiarize and instruct the individual in basic skills and provide a common body of knowledge in the performance of security guard work. All courses shall include information and subject matter pertaining to the outline provided.

Additionally, all courses shall include written material, lecture, or exercises to assure that the individual comprehends the subject matter presented. Every newly licensed or employed security guard shall complete "...sixteen (16) hours of mandatory courses on the day the guard begins employment as a security guard." Pursuant to Business and Professions Code Section 7583.6(b) the following outline includes subjects that shall be taught and the maximum number of hours that will be allowed for completion of the Mandatory Courses.

A. Public Relations - Community and Customer (Mandatory) 4 hours

1. Recognizing Gender & Racial Harassment & Discrimination
2. Respect:
  - Stereotyping
  - Attitude
3. Verbal Skills / Crisis Intervention
4. Introduction to Diversity
5. Substance Abuse & Mental Illness
6. Ethics & Professionalism
  - Appearance
  - Command Presence
  - Proper Conduct

Agreement specific: Training shall include topics set forth in Attachment 4, Statement on Workplace Equality and Acknowledgement of Receipt of the SOW, including expectations for the behavior of Security Guards and Security Guard Supervisors

B. Observation and Documentation (Mandatory) 4 hours

1. Report Writing
2. English as a Second Language
3. Observation and Patrol Techniques
4. Asking Appropriate Questions
5. Observing Suspects / Suspicious Activity

Agreement specific: Training shall include report writing exercises, with examples of completed Daily Activity Report (DAR) and Security Incident Report (SIR) forms.

C. Communication and Its Significance (Mandatory) 4 hours

1. Internal

- Protocols Pursuant to Agreement (Whom to Contact and When)
- Radio / Monitors
- Other Technology

2. External

- Emergency / First Responders (Whom to Contact and When)
- Medical Personnel
- Police / Sheriff / Other Enforcement
- City Services / Government Services

Agreement specific: Training shall include handouts of phone numbers for County Services Bureau and Location and/or Post specific internal, external, and emergency response contacts and communications protocols.

D. Liability/Legal Aspects (Mandatory) 4 hours

1. Personal/Contractor/Employer

2. Criminal, Civil, Administrative

3. BSIS Code & Regulations

4. Role of a Security Guard

Agreement specific: Training shall include County requirement that Security Guards and Security Guard Supervisors shall “intervene to prevent injurious acts to persons and property” while providing security in County Locations. (Not limited to “observe and report”)

First Aid/CPR/AED (Elective/Mandatory for Agreement) 16 hours

1. American Red Cross Courses

2. American Heart Association Courses

3. Automated External Defibrillator (AED) Certification

Agreement specific: Training shall include the eight (8) hour Adult, Infant, and Child CPR, eight (8) hour Adult, Infant, and Child First Aid including Automated External Defibrillator (AED) Certification.

BSIS Certified Course in Baton Training (Elective/Mandatory for Agreement) 4 hours



BSIS Certified Course in Firearms Training - Armed Guards (Elective/Mandatory for Agreement) 8 hours

**Section Three: Elective Courses Required to be Provided Onsite by Contractor On Guard's First Work Day:**

Post Orders and Assignments 2 hours

1. Site Specific Training
2. Equipment:
  - Magnetometer / Screening Procedures
  - Radio Communication and Equipment Care
  - Alarms / Location and Response
  - Elevators, Stairwells, Doors, Windows
3. Emergency Response Issues (Bomb Threat, Fire, Disruptive Behavior)
4. Lost / Found Articles Procedures

Employer / County Policies / Orientation to Assignment 2 hours

1. Reports / Paperwork
2. Reporting Processes / Procedures
3. Uniforms / Identification Badge
4. Work Schedules / Sign-In - Sign-Out
5. Other Internal Policies, Processes or Procedures
6. Local public safety jurisdiction
7. Significant Incident – definition / reporting requirements

Evacuation Procedures 1 hour

1. Emergency Procedures Related to Life / Safety and Acts of Nature
2. Working Knowledge of Evacuation Routes
  - Stairs
  - Elevators
  - Doors
3. Power Outage
4. Facility Specific Points of Contact / Administrator / Security Coordinator

Handling Difficult People 1 hour

1. Communications
2. Conflict Management
3. Speaking Constructively
4. Valuing Diversity
5. Negotiating
6. Verbal Diffusion

Work Place Violence 1 hour

1. Detecting Unusual Behavior/Warning Signs
  - Worker to Worker
  - Client to Customer
  - Boss to Subordinate
2. Anger Management
3. Valuing Diversity
4. Personal Security
5. Reporting

Officer Safety .5 hour

1. Threat Assessment
2. Subject Contact
3. Safety Awareness
4. Blood Borne Pathogens
5. Environmental / Hazardous Materials

Access Control .5 hour

1. Identification Procedures
2. Electronics Use / CCTV
3. Non-electronic procedures

**Section Four: Quarterly Customer Service Training****1 hour**

Every three (3) months, Contractor shall provide one (1) hour of Customer Service Training instruction to all assigned Security Guard and Security Guard Supervisor personnel, according to 6.5.7 Quarterly Customer Service Training, of the SOW. Training shall include topics set forth under Section Two, A. Public Relations, Community and Customer, of this Attachment 3, Training Outline of this SOW.

**Section Five: Annual and/or Continuing Education Training****8 hours**

Contractor shall ensure Security Guards and Security Guard Supervisors complete eight (8) hours of additional or remedial instruction annually. The annual training may be a repeat of a previous course(s) if Contractor's evaluation supports that the employee is deficient in skills or capabilities; or the annual training may be additional course(s) on applicable topics within the private security profession, pursuant to California Business and Professions Code Section 7583.6(f)(1), as approved by the County. Courses may be provided by an independent training entity, by the Contractor, or by the County. Training shall be supported by an annual evaluation, performed by Contractor, of the licensed guards' skills. For each course completed, the institution or company providing the training shall issue a Certificate of Completion to the individual completing the course in compliance with requirements stated in Title 16, California Code of Regulations, Section 643 (b).

## **SOW Attachment 4**

### **STATEMENT ON WORKPLACE EQUALITY AND ACKNOWLEDGEMENT OF RECEIPT**

#### Statement on Workplace Equality

This Statement on Workplace Equality is intended to preserve the dignity and professionalism of the workplace as well as protect the right of County employees and participants to be free from discrimination, harassment, and retaliation. Discrimination, harassment, and retaliation are absolutely contrary to the values of the law enforcement profession as a whole and to the core values of the Los Angeles County Sheriff's Department. Discrimination, harassment and retaliation are also illegal under local, state, and federal law.

The Department will not tolerate unlawful discrimination on the basis of sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, or medical condition, nor will it tolerate unlawful harassment or retaliation. As a preventive measure, the Department also will not tolerate inappropriate conduct toward others based on a protected status even if the conduct does not meet the legal definition of discrimination or harassment.

All Contractor personnel are responsible for conducting themselves in accordance with this Statement on Workplace Equality. Violations will lead to prompt and appropriate Departmental action including, but not limited to, investigation, relocation and/or removal from County assignment, and/or revocation of background clearance.

All Contractor personnel are responsible for understanding the definitions of prohibited conduct contained in this Statement on Workplace Equality.

“Discrimination” is the disparate or adverse treatment of an individual based on or because of that individual’s sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, or medical condition.

“Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature which meets any one of the following three criteria:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) Such conduct has the purpose or effect of unreasonably interfering with the individual’s employment or creating an intimidating, hostile, offense, or abusive working environment.

Harassment of an individual because of the individual’s race, color, ancestry, religion, national origin, ethnicity, age, disability, sexual orientation, marital status, or medical condition is also discrimination and prohibited by federal and/or state civil rights statutes. “Discriminatory harassment other than sexual” is conduct which has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, offensive, or abusive work environment.

“Third-person harassment” is indirect harassment of a bystander, even if the person engaging in the conduct is unaware of the presence of the bystander. When an individual engages in harassing behavior, he or she assumes the risk that someone

may pass by or otherwise witness the behavior. The Department considers this to be the same as directing the harassment toward that individual.

“Inappropriate conduct toward others” is any physical, verbal, or visual conduct based on or because of sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, or medical condition when such conduct reasonably would be considered inappropriate for the workplace.

This provision is intended to stop inappropriate conduct before it becomes unlawful discrimination or harassment. As such, the conduct need not be pervasive or repeated in order to violate the statement of workplace equality. An isolated derogatory comment, joke, racial slur, sexual innuendo, etc., may be grounds for removal, relocation, or revocation of background clearance. Similarly, the conduct need not be unwelcome to the party against whom it is directed; if the conduct reasonably would be considered inappropriate for the workplace, it will violate the statement of workplace equality.

“Retaliation” is an adverse action against another for reporting an incident or filing a complaint of conduct that violates this statement of workplace equality or the law or participating in an investigation or otherwise exercising their rights or performing their duties under this statement or the law.

Depending on the facts and circumstances, the following are examples of conduct that may violate this statement of workplace equality:

- Posting, possessing, sending soliciting or displaying in the workplace sexually suggestive, racist, “hate-site” related, or obscene letters, notes, invitations, cartoons, posters, facsimiles, electronic mail or web links;

- Verbal conduct such as whistling and cat calls, using or making lewd or derogatory noises or making graphic comments about another's body, or participating in explicit discussions about sexual experiences and/or desires;
- Verbal conduct such as using sexually, racially, or ethnically degrading words or names, using or making racial or ethnic epithets, slurs, or jokes;
- Verbal conduct such as comments or gestures about a person's physical appearance which have a racial, sexual, disability-related, religious, age or ethnic connotation or derogatory comments about religious differences and practices;
- Physical conduct such as touching, pinching, massaging, hugging kissing, rubbing or brushing the body, making sexual gestures, impeding or blocking an individual's passage or normal movements;
- Visual conduct such as staring, leering, displaying or circulating sexually suggestive objects, pictures, posters, photographs, cartoons, calendars, drawings, magazines, computer images or graphics;
- Sexual advances or propositions, including repeated and unwanted requests for a date;
- Retaliation in any form, including withholding work-related information, giving punitive work assignments, or denial of job benefits; and
- Hazing based on any protected status, including withholding assistance, giving demeaning, unattainable, or unnecessary job assignments, or ignoring the presence of a co-worker.

This list is not exhaustive. Any conduct which is retaliatory or based on or because of sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over),

disability, sexual orientation, marital status, or medical condition may also violate this Statement on Workplace Equality.



## **SOW Attachment 4**

### **Statement on Workplace Equality Acknowledgement of Receipt**

**I acknowledge that I have received a copy of the Statement on Workplace Equality.**

**I have read and understand the Statement on Workplace Equality and will act in accordance with the statement as a condition of beginning and continuing my employment as a contract security guard on a County Contract.**

**I understand that if I have questions or concerns at any time about the Statement on Workplace Equality, I will consult a Security Guard Supervisor, Branch Manager, or Human Resources Department for my company.**

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**Contract security member signature**

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**Date**

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**Contract security member name (please print)**

**STATEMENT OF WORK (SOW) ATTACHMENT 5**  
**PERFORMANCE REQUIREMENTS SUMMARY (PRS) –**  
**PART ONE OF TWO**

**ARMED AND UNARMED SECURITY GUARD SERVICES**

**PERFORMANCE REQUIREMENTS SUMMARY**

All listing of services used in the Performance Requirements Summary (PRS), Attachment 5 of the Statement of Work (SOW), are intended to be consistent with the Contract and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that which is defined in the Contract and the SOW. In any case of apparent inconsistency between the services as stated in the Contract, the SOW, and the PRS, the meaning apparent in the Contract and the SOW will prevail. If any service seems to be created in the PRS which is not set forth in the Contract and/or the SOW, that apparent service will be null and void and place no requirement on Contractor.

When Contractor performance does not conform to the requirements of the Contract and/or the SOW, County will have the option to apply the following non-performance remedies:

1. Require Contractor to implement a formal corrective action plan, subject to approval by County. In the plan, Contractor must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.
2. Reduce payment to Contractor by a computed amount based on the assessment(s) in the PRS.

3. Reduce, suspend, or cancel the Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.
4. Failure of Contractor to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within ten (10) business days shall constitute authorization for County to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of Contractor failure to perform said service(s), as determined by County, shall be credited to County on Contractor's future invoice.

This section does not preclude County's right to terminate the Contract upon not less than ten (10) days written notice with or without cause, as provided for in the Contract, Paragraph 8.4, Termination for Convenience.

**STATEMENT OF WORK (SOW) ATTACHMENT 5**

**PERFORMANCE REQUIREMENTS SUMMARY (PRS) – PART TWO OF TWO**

**ARMED AND UNARMED SECURITY GUARD SERVICES**

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEES TO BE ASSESSED</b>
1. Contract: Sub-paragraph 8.28 - Nondiscrimination and Affirmative Action	The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of the Contract, County shall, at its sole option, be entitled to the sum of five hundred dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating the Contract.		\$500 for each violation
2. SOW: Paragraph 3.0 - Quality Control	Contractor shall establish and maintain a comprehensive Quality Control Plan to assure County a consistently high level of service throughout the term of the Contract that meets or exceeds all requirements. In the event that requirements and/or policies and procedures change during the term of the Contract, Contractor shall update the Quality Control Plan and submit such updated plan to County Project Manager.	Inspection and Review	\$100 per occurrence
3. SOW: Sub-paragraph 3.4 - Review of Inspection Reports	Contractor must submit all scheduled and unscheduled inspection reports to County Project Manager on a monthly basis.	Inspection and Review of Reports	\$25 per occurrence
4. SOW: Sub-paragraph 3.5 - Contract Discrepancy Report (CDR)	Contractor must respond to written discrepancy report prepared by County and if needed, submit plan to correct deficiency within the time specified.	Observation and Inspection	\$50 per day after time specified

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
5. SOW: Sub-paragraph 4.1.1 - Supervision	Security Guards shall be adequately supervised by Security Guard Supervisors. Contractor shall employ at least one (1) Security Guard Supervisor on each shift (06:00~14:00, 14:00~22:00, 22:00~06:00), plus one (1) additional Security Guard Supervisor for every ten (10) Security Guards as required on Attachment 2, Minimum Staffing Plan by SPA. Security Guard Supervisors shall travel to their assigned facilities on a regular basis to work with their subordinates.	Inspection and Review	Open Post assessment of \$500 per post, per day until post filled; liquidated damages of \$1,000 per day upon third occurrence in 30 day period.
6. SOW: Sub-paragraph 4.1.3 - Contractor Staffing Plan	Contractor staffing plans shall be prepared by Contractor to demonstrate how they intend to fill the Posts (for example: a twelve (12) hour Post can be filled with one (1) guard working twelve (12) hours; or two (2) guards working eight (8) hours, and four (4) hours; or two (2) guards working six (6) hours each, etc.). Contractor staffing plans do not become part of the Contract; however, they shall be submitted for review and approval by County Project Manager at least ten (10) Business Days prior to commencement of work under the Contract. In the event that County's requirements change during the term of the Contract Contractor shall provide a revised Contractor staffing plan for each Location for County Project Manager approval, based on County's revised requirements, as specified in Attachment 2, Minimum Staffing Plan by SPA, of the SOW.	Inspection and Review	\$50 per day after time specified

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
7. SOW: Sub-paragraph 4.1.4 – Open Post	<p>Contractor shall provide sufficient Security Guards and Security Guard Supervisors, including relief for breaks and meal periods where necessary, to ensure there are no Open Posts.</p> <p>Security Guard Supervisor coverage is to be provided, according to County's staffing plan Attachment 2, Minimum Staffing Plan by SPA. Prior to any supervisory coverage change, County gives written approval of an exception when additions or deletions of services requirements is necessary. The ratio of one (1) Security Guard Supervisor for ten (10) Security Guards shall be maintained at all times.</p>	Inspection and Review	Withholding of up to full amount of any invoice otherwise due; liquidated damages of \$500 per post, per day until post filled; liquidated damages of \$1,000 per day upon third occurrence in 30 day period; possible termination for default of Contract for continue failure to perform; and debarment for up to three years.
8. SOW: Paragraph 4.1 – Work Schedules/Deployment, Sub-paragraphs 4.1.5, and 4.1.6 – Absence Relief	Contractor shall send replacement Security Guard or Security Guard Supervisor within one (1) hour or less of the Security Guard or Security Guard Supervisor's absence.	Inspection and Review	\$25 per hour beyond the one (1) hour specified.
9. SOW: Sub-paragraph 4.2 - Unscheduled Work	No unscheduled service hours shall commence without advance written authorization by County.	Inspection and Review of Records	Withholding of invoice amount due for unscheduled work provided without written authorization.
10. SOW: Sub-paragraph 4.3 - Security Guard and Security Guard Supervisor Overtime	Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act regarding payment of overtime, consistent with Sub-paragraph, 8.19 of the Contract. County may impose an assessment against Contractor for failure to observe this requirement as specified in this Attachment 5, Performance Requirements Summary (PRS) of the SOW. County may report Contractor's non-compliance with the California Labor Code to the State Labor Commissioner.	Review log sheets and research State Labor Commission records	\$100 per occurrence per employee plus a report to State Labor Commission if not remedied.

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
11. SOW: Sub-paragraph 4.3 - Security Guard and Security Guard Supervisor Overtime, Sub-paragraph 4.3.1	Contractor shall monitor to ensure that Security Guards and Security Guard Supervisors work no more than twenty-four (24) hours per week of overtime on any County assignment.	Observation, review of log sheets and random site visits	\$100 per occurrence per employee
12. SOW: Sub-paragraph 4.3 - Security Guard and Security Guard Supervisor Overtime, Sub-paragraph 4.3.2	Security Guards and Security Guard Supervisors who use their employment with Contractor as a "second job" shall limit their weekly hours to twenty-four (24) hours.	Review of log sheets	\$100 per occurrence per employee
13. SOW: Sub-paragraph 4.4 - Services in Emergency Situations	In the event of an emergency situation, Contractor shall continue to provide services under the Contract. Contractor shall continue to provide adequate staffing to ensure continued services to the extent determined by County.	Inspection and Review	\$100 per occurrence
14. SOW: Sub-paragraph 4.5 - Holidays	When twenty-four (24) hour/seven (7) day a week coverage is required at specified Locations, Contractor may be required to provide services on County-recognized holidays.	Observation and Review	\$100 per occurrence for failure to provide required service
15. SOW: Sub-paragraph 8.9.1 - Training Tracker, Training Compliance Report, and Notification of Required County Training	Contractor shall ensure that all Security Guard and Security Guard Supervisors remain current in all required training and certifications, including required updates provided by County. Contractor will establish a method of tracking all required certificates, training, and training updates needed to maintain compliance with the Contract. Contractor shall provide a Training Compliance Report at the time of the quarterly performance evaluation meetings, or as requested by County Project Manager.	Observation and Inspection	\$100 per occurrence

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
16. SOW: Sub-paragraph 5.2 - County-Provided Training, Sub-paragraphs 5.2.1, 5.2.2, and 5.2.3 as they relate to Mandatory Training for Mental or Behavioral Health Locations	<p>Prior to assignment to a mental or behavioral health Location, (these locations are specified in Attachment 2, Minimum Staffing Plan by SPA), Security Guards and Security Guard Supervisors shall receive mandatory training, as required by Department of Mental Health. The training may be administered by County on-line, via electronic media (DVD), or in a classroom setting, at the discretion of County.</p> <p>After assignment to a mental or behavioral health Location, Security Guards and Security Guard Supervisors shall receive, and demonstrate proficiency in, an additional eight (8) hours of mandatory County-provided crisis intervention techniques training, as required by Department of Mental Health, and provided by County personnel.</p>	Observation and Inspection	\$100 per occurrence
17. SOW: Sub-paragraph 6.3 - Personnel, Sub-paragraph 6.3.1	Contractor shall maintain a pool of additional Security Guard/Security Guard Supervisor personnel in an amount equal to a minimum of five percent (5%) over and above that is set forth in Attachment 2, Minimum Staffing Plan by SPA, throughout the term of the Contract.	Review of Contractor employment records and inspection	\$100 per person short of the five (5) percent, per inspection.
18. SOW: Sub-paragraph 6.3.3 - Administrative File	Contractor shall provide pre-background Administrative File and documentation to County Project Manager for review and approval prior to scheduling background investigation. The Administrative File shall contain items listed in Subparagraphs 6.3.3.1 – 6.3.3.2 of Exhibit A, Statement of Work.	Review	\$50 per incomplete administrative file, per occurrence.



<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
19. SOW: Sub-paragraph 6.3.3.3 - Preliminary and Annual Physicals/Examination/ Testing/Proof of Vaccination	Contractor shall provide initial physical examination and testing, and provide proof of vaccination, as specified, for all Security Guards, Security Guard Supervisors; including Post Commanders, Watch Supervisors, Contractor Project Manager or designee, and any employee assigned to provide services under this Contract at the time the Administrative File is submitted for County review, and annually thereafter.	Observation and Inspection	\$100 per employee with incomplete/out-of-date physical examination records.
20. SOW: Sub-paragraph 6.4.1 - Uniforms/Identification Badges	Uniforms must be provided by Contractor, at Contractor expense, tailored for the employee, and be the same for all assigned Security Guards and Security Guard Supervisors, unless an exception is required or approved by Department.	Observation	\$50 per occurrence
21. SOW: Sub-paragraphs 6.4.2 - Security Guard Equipment/Accessories, and, 6.4.3 - Armed Security Guard Equipment/Accessories	Contractor shall furnish and provide all armed and unarmed Security Guards and Security Guard Supervisors (including relief, as required) with equipment and accessories as specified in Subparagraph 6.4.2; and armed security guards with firearms as specified in Subparagraphs 6.4.3 of the Statement of Work.	Observation	\$50 per occurrence
22. SOW: Sub-paragraph 6.4.4.1 - Radios	Contractor shall provide hand-held radios, desktop radio(s), batteries, supplies, and maintenance for radios, as specified in Subparagraphs 6.4.4.1 a) – f), of the Statement of Work.	Observation	\$50 per occurrence for inoperable radios or missing radio equipment or supplies
23. SOW: Sub-paragraph 6.4.5 - Vehicles	Contractor shall provide vehicles for Contractor's relief personnel and Security Guard Supervisors to enable them to provide relief make their rounds of inspections, conduct random site visits and fulfill relief and supervisory responsibilities at the different Locations. Contractor shall maintain and provide, upon request by County, a current Vehicle List.	Observation and Inspection of work schedules and records	\$50 per occurrence

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
24. SOW: Sub-paragraph 6.5 - Security Guard and Security Guard Supervisor Training Requirements	A detailed outline of all required training is provided in the SOW Attachment 3, Training Outline. Any required certifications must be validated and documented on employee training records, as specified in Paragraph 8.9, Security Guard and Security Guard Supervisor Training Program Reports, of the SOW.	Observation and Inspection	\$100 per occurrence
25. SOW: Sub-paragraph 6.5.1.2 - Training Plan	Contractor shall submit to County Project Manager a detailed training plan as outlined in Subparagraph 6.5.2, Training; and 8.9.1, Training Tracker, Training Compliance Report, and Notification of Required County Training of the SOW, for its Security Guards and Security Guard Supervisors, at least ten (10) Business Days prior to commencing work under the Contract.	Observation and Inspection	\$50 per day
26. SOW: Sub-paragraph 6.5.3 - Training Assigned Tasks and Safety	Contractor shall ensure all Security Guards and Security Guard Supervisors are trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked by the user daily for safety. All Security Guards and Security Guard Supervisors must be provided with, and trained in the use of, safety and protective equipment according to OSHA standards.	Observation and Inspection	\$50 per occurrence
27. SOW: Sub-paragraph 6.5.6 - Weapons Screening, Magnetometer and X-ray Machine Training	Contractor shall provide weapon screening, magnetometer, and X-ray machine training to Security Guards and Security Guard Supervisors located at Locations having such equipment. Training must be provided at the time Security Guard and Security Guard Supervisors are assigned to Post. Contractor shall certify that Security Guard is competent in equipment use, as indicated in Attachment 3, Training Outline, of the SOW.	Observation and Inspection	\$50 per occurrence

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
28. SOW: Sub-paragraph 6.5.7 - Quarterly Customer Service Training	Every three (3) months, Contractor shall provide four (4) hours of Customer Service Training instruction to all assigned security personnel. Quarterly Customer Service Training shall include all topics set forth under Section II, "Mandatory Courses, Public Relations (Community and Customer)," per Attachment 3, Training Outline, and Attachment 4, Statement on Workplace Equality, of the SOW. Contractor shall provide customer service training, repeated quarterly, to all assigned security personnel and ensure contract personnel continuously display courtesy, cultural sensitivity, good manners, and a professional and respectful demeanor. These courses are mandatory in addition to the continuing education courses specified in Section IV, Continuing Education Courses of Attachment 3, Training Outline, of the SOW.	Observation, review and Inspection of Records	\$50 per occurrence
29. SOW: Sub-paragraph 6.6 - Contractor Office	Contractor shall answer calls received by the answering service within one (1) hour of receipt of County Call.	Observation	\$25 per hour beyond the one (1) hour call back time.
30. SOW: Sub-paragraph 6.7 - Contractor Business Continuity Plan (BCP) - Emergency Response	Prepare a BCP for each Location within thirty (30) calendar days of commencement of the Contract and submit to County Project Director and County Project Manager, for approval. BCP requirements are to be met completely and at all times, as specified in Subparagraphs 6.7.1, 6.7.2, and 6.7.3 of this Statement of Work.	Observation, review and Inspection of Records	\$1,000 per occurrence for failure to comply with any component of the BCP requirement; and, if non-compliance persists, possible termination for default of Contract for continued failure to perform; and debarment for up to three years.

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
31. SOW: Sub-paragraph 7.1 - Security Guard and Security Guard Supervisor General Requirements and Qualifications, Sub-paragraph 7.1.1	Security Guards and Security Guard Supervisors shall possess basic writing skills and computer knowledge for note-taking and completing report forms; the ability to write and speak in English; the ability to work with the public and with County employees; and the ability to accept responsibility and work independently.	Observation, random and/or scheduled inspection of reports	\$50 per occurrence per employee
32. SOW: Sub-paragraph 7.1 - Security Guard and Security Guard Supervisor General Requirements and Qualification, Sub-paragraph 7.1.2	Security Guards and Security Guard Supervisors shall have satisfactorily completed California DCA, BSIS, and County training requirements as required in the SOW and otherwise.	Observation and inspection of reports	\$50 per occurrence per employee
33. SOW: Sub-paragraph 7.1 - Security Guard and Security Guard Supervisor General Requirements and Qualification, Sub-paragraph 7.1.4	Security Guards and Security Guard Supervisors shall have a working knowledge of pertinent California Penal Code Sections (i.e., power of arrest, and search and seizure)	Observation and inspection of employee files	\$50 per occurrence per employee
34. SOW: Sub-paragraph 7.1 - Security Guard and Security Guard Supervisor General Requirements and Qualification, Sub-paragraph 7.1.5	Security Guards and Security Guard Supervisors shall keep current and have the proper and current certificates and licenses required to perform the services under the Contract, including but not limited to those specified in Sub-paragraph 6.3.3- Administrative File, of the SOW.	Inspection of employee files and reports	\$50 per occurrence per employee

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
35. SOW: Sub-paragraph 7.1 - Security Guard and Security Guard Supervisor General Requirements and Qualification, Sub-paragraph 7.1.6	Security Guards and Security Guard Supervisors shall be in good physical condition and shall be able to carry out all work requirements specified in the Contract.	Observation and inspection of employee files and management reports	\$50 per occurrence per employee
36. SOW: Sub-paragraph 7.1 - Security Guard and Security Guard Supervisor General Requirements and Qualification, Sub-paragraph 7.1.7	Security Guards and Security Guard Supervisors must receive site-specific training, when starting work at a new Location, provided by County and/or Security Guard Supervisors prior to or after beginning work under the Contract, as stated in Post Orders provided by the Department (as described in Sub-paragraph 5.1.5.1 - Post Orders, of the Statement of Work).	Observation and inspection of employee files and management reports	\$50 per occurrence per employee
37. SOW: Sub-paragraph 7.2 - General Performance Requirements, Sub-paragraph 7.2.1	Security Guards and Security Guard Supervisors shall not eat, read, or use personal radios, cellular telephones, televisions, any kind of electronic entertainment devices, Compact Disc or tape players, or tape players at their Posts at any time.	Observation and inspection	\$50 per occurrence per employee
38. SOW: Sub-paragraph 7.2 - General Performance Requirements, Sub-paragraph 7.2.2	Security Guards and Security Guard Supervisors shall be punctual, remain awake, alert, and attentive during their shifts, without exception.	Observation and random site visits	\$500 Open Post assessment per occurrence per employee
39. SOW: Sub-paragraph 7.2 - General Performance Requirements, Sub-paragraph 7.2.3	Security Guards and Security Guard Supervisors shall be attired in full uniform as specified in Subparagraph 6.4.1, Uniforms/Identification Badges, of the Statement of Work.	Observation and inspection	\$50 per occurrence per employee
40. SOW: Sub-paragraph 7.2 - General Performance Requirements, Sub-paragraph 7.2.4	Security Guards and Security Guard Supervisors shall not remove or borrow items owned by County employees. Such items include, but are not limited to, radios, heaters, fans, etc.	Observation and random site inspection	\$50 per occurrence per employee

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
41. SOW: Sub-paragraph 7.2 - General Performance Requirements, Sub-paragraph 7.2.5	Contractor is responsible for filling assigned Posts at all times according to the schedule set forth in Attachment 2, Minimum Staffing Plan by SPA, of this Statement of Work. Security Guards and Security Guard Supervisors shall not leave their assigned Posts until properly relieved. Contractor shall be responsible for payment of relief staff.	Observation, inspection of timesheets, management reports and random site visit	\$500 assessment per occurrence per employee
42. SOW: Sub-paragraph 7.2 - General Performance Requirements, Sub-paragraph 7.2.6	Security Guards and Security Guard Supervisors shall not use any County telephones except for the purpose of making or receiving calls to or from their supervisors, emergency contacts, or County representatives.	Observation and inspection	\$50 per occurrence per employee
43. SOW: Sub-paragraph 7.2 - General Performance Requirements, Sub-paragraph 7.2.7	Security Guards and Security Guard Supervisors shall present a businesslike demeanor at all times. Excessive socializing with the public, County employees, or other Security Guards and Security Guard Supervisors during working hours is prohibited.	Observation and random site visits	\$50 per occurrence per employee
44. SOW: Sub-paragraph 7.2 - General Performance Requirements, Sub-paragraph 7.2.8	Security Guards and Security Guard Supervisors shall maintain their Post desk in a neat and presentable manner.	Observation and inspection	\$25 per occurrence per employee
45. SOW: Sub-paragraph 7.2 - General Performance Requirements, Sub-paragraph 7.2.9	Security Guards and Security Guard Supervisors shall have a good working knowledge of self-defense and public restraint procedures.	Observation	\$50 per occurrence per employee
46. SOW: Sub-paragraph 7.2 - General Performance Requirements, Sub-paragraph 7.2.10	Security Guards and Security Guard Supervisors shall react quickly and take command of emergency situations and use sound judgment and discretion in handling unruly or trespassing members of the public.	Observation and random site inspection	\$50 per occurrence per employee

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
47. SOW: Sub-paragraph 7.2 - General Performance Requirements, Sub-paragraph 7.2.11	Security Guards and Security Guard Supervisors, and other Contractor employees, shall not bring visitors, firearms (other than Security Guard or Security Guard Supervisor's Contractor-issued firearm), or contraband into Locations.	Observation and random site visits	\$250 per occurrence per employee
48. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.1	Sign-in and sign-out each day using both an Electronic Post Confirmation System and a Security Guard Sign In/Out Sheet, provided by the Contractor located at each Post. Guards shall report to work on time and hold over on assigned duties until relieved.	Observation, inspection of time sheets and random site visits	\$100 per occurrence per employee
49. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.2	Operate weapon screening equipment, including x-ray machine and magnetometers, both screen-operated and hand-held, if required.	Observation and random site visit	\$50 per occurrence per employee
50. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.4	Detain individuals for further investigation or arrest when circumstances and conditions warrant such action.	Observation, review of written incident and other management reports	\$50 per occurrence per employee
51. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.5	Intervene when necessary to prevent injurious acts to persons or property, conduct searches, as required, for firearms and contraband, and provide details on individuals for investigations, detention or arrest.	Observation, review of written incident reports and other management reports	\$500 per occurrence per employee
52. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.6	Visually screen packages and parcels carried in and out of a Location to secure against theft and prepare written records of contents. Ensure transmittal forms contain authorized signature to accompany materials and items being removed from the Location.	Observation, review of transmittal forms and reports	\$50 per occurrence

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
53. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.7	Investigate questionable acts or behavior observed or reported on County property and question witnesses and suspects to ascertain or verify facts.	Observation and review of incident reports	\$50 per occurrence
54. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.8	Answer questions and provide escort services as needed to members of the public or County employees.	Observation and random site visit	\$50 per occurrence per employee
55. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.9	Monitor the security of safes and secure areas within each Location where equipment or items of value are stored.	Observation, review of written incident reports and other management reports	\$50 per occurrence per employee
56. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.10	Lock and unlock gates and doors as directed in Post Orders or by Facility Administrator.	Observation, site inspection and review of reports	\$50 per occurrence per employee
57. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.11	Turn off and/or dim lights, and close window coverings at a Location as directed in Post Orders or by Facility Administrator.	Observation, site inspection and review of reports	\$50 per occurrence per employee



<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
58. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.12	Ensure that only authorized personnel are permitted access to closed or restricted Locations or areas; and detain unidentified or unauthorized individuals. Visually inspect all persons, including County employees, for proper identification and require such individuals to sign in and sign out of a Location, as required in Post Orders or by Facility Administrator.	Observation and review of incident reports	\$100 per occurrence
59. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.13	Raise and lower flags at designated times according to Post Orders or as directed by Facility Administrator.	Observation and random site visit	\$50 per occurrence
60. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.14	Respond to reports of ill or injured visitors, patrons, or employees; render first aid and notify local law enforcement and/or Department personnel or Location administrator, as soon as practicably feasible if further assistance is necessary or desirable.	Observation and review of written incident reports	\$50 per occurrence per employee
61. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.15	Relay reports of bomb threats immediately to local law enforcement, and/or Department personnel, or Location administrator; participate in bomb searches organized by County Services Bureau or other law enforcement agency personnel.	Observation and review of written incident reports	\$500 per occurrence per employee
62. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.16	Respond to scene of locally-activated fire, burglary, or other alarms; evaluate the situation, and take appropriate action.	Observation and review of written incident reports	\$50 per occurrence per employee
63. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.17	Monitor building alarm systems and electronic surveillance equipment, such as closed circuit television (CCTV) monitors, in buildings, halls, or parking lots, as required in Post Orders or as directed by Facility Administrator.	Observation and review of incident reports	\$50 per occurrence

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
64. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.18	Receive additional training in the use of County and/or Contractor-provided radio equipment, including knowledge of all appropriate codes, and ensure that such equipment is properly used, stored and maintained as required by Location.	Observation and inspection	\$50 per occurrence per employee
65. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.19	Conduct regular patrols of Locations, utilizing Contractor-issued motor vehicles, as required in Post Orders or as directed by Facility Administrator.	Observation, random inspections and review of reports	\$50 per occurrence
66. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.20	Possess working knowledge of assigned Location; and procedures for reporting and/or correcting hazardous conditions.	Observation and review of written incident reports	\$50 per occurrence
67. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.21	Monitor parking as directed in Post Orders or as directed by Facility Administrator.	Observation and random site visits	\$50 per occurrence
68. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.22 a)	Security Guards shall not store any firearms, firearm accessory, baton, ammunition, or Sam/Sally Browne belt at any Location where services under the Contract are being provided, unless specifically authorized, in writing, by County Project Director.	Observation, random inspection and written incident reports	\$100 per occurrence
69. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.22 b)	Security Guards shall not remove firearms, batons, Sam/Sally Browne belts from their persons or leave such items unattended at any Location, unless under extreme emergency or in a life threatening situation, or unless specifically authorized, in writing, by County Project Director.	Observation, inspection and written incident reports	\$200 per occurrence per employee

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
70. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.22 d),	Armed Security Guards and Security Guard Supervisors shall not clean firearms at any Location at any time.	Observation, inspection and review of written incident reports	\$200 per occurrence per employee
71. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.22 e)	Armed Security Guards and Security Guard Supervisors shall not bring in, and shall not use, unauthorized firearms, holsters, and ammunition at any Location at any time.	Observation, random site visits and written incident reports	\$200 per occurrence per employee
72. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.22 f)	In the event of an incident involving serious misuse of authority or violation of firearm regulations by Security Guard or any Contractor employees, County Project Manager may proceed with and conduct an administrative investigation. Contractor shall fully cooperate with County in such situation, including, but not limited to, submitting documentation requested by County Project Manager, and allowing Contractor employees to be interviewed at a Location designated by County Project Manager.	Interview, inspection of documents and written incident reports	\$200 per occurrence per employee
73. SOW: Sub-paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Sub-paragraph 7.3.22 g), and 7.3.22 h)	Contractor shall maintain all firearms, ammunition, and accessories in good working condition. Firearms and ammunition used by Armed Security Guards and Security Guard Supervisors shall be subject to inspection by sworn Department supervisory personnel at any time.	Observation, random and scheduled inspections	\$200 per occurrence
74. SOW: Sub-paragraph 7.4 – Security Guard Supervisor Duties, Sub-paragraphs 7.4.1, and 7.4.5	Provide direction and instruction to posted and/or patrolling Security Guards by making daily rounds of assigned Locations and monitoring Security Guards' performance under the Contract. Be available for inspections from County Services Bureau Contract Monitors and other County Services Bureau personnel.	Observation, scheduled and random site visits	\$100 per occurrence per Security Guard Supervisor

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
75. SOW: Sub-paragraph 7.4 – Security Guard Supervisor Duties, Sub-paragraph 7.4.2	Explain post procedures which are outlined in Post Orders to assigned Security Guards.	Observation, scheduled and random site visits	\$100 per occurrence
76. SOW: Sub-paragraph 7.4 – Security Guard Supervisor Duties, Sub-paragraph 7.4.3	Immediately respond to on-site emergencies, provide support as needed.	Observation and incident reports	\$100 per occurrence
77. SOW: Sub-paragraph 7.4 – Security Guard Supervisor Duties, Sub-paragraph 7.4.4	Provide training to Security Guards under his/her supervision and ensure that each Security Guard fully understands the duties and services to be provided under the Contract, prior to Security Guard starting work as set forth throughout the Contract.	Observation, inspection of training records & Interview	\$50 per occurrence per Security Guard Supervisor
78. SOW: Sub-paragraph 7.4 – Security Guard Supervisor Duties, Sub-paragraph 7.4.6	Be available to the Security Guards under his/her supervision at all times during the assigned shift.	Observation, random site visits and guard Interviews	\$100 per occurrence
79. SOW: Sub-paragraph 7.4 – Security Guard Supervisor Duties, Sub-paragraph 7.4.7	Provide technical and administrative procedural assistance to Security Guards as appropriate.	Observation, random site visits and guard Interviews	\$100 per occurrence
80. SOW: Sub-paragraph 7.4 – Security Guard Supervisor Duties, Sub-paragraph 7.4.8	Ensure that assigned Security Guard coverage is appropriate and adequate to meet County requirements.	Observation, inspection of log sheets, management reports and random inspections	\$100 per occurrence
81. SOW: Sub-paragraph 7.4 – Security Guard Supervisor Duties, Sub-paragraph 7.4.10	Respond to requests from Security Guards for assistance.	Observation, random site visits, and guard Interviews	\$100 per occurrence
82. SOW: Sub-paragraph 7.4 – Security Guard Supervisor Duties, Sub-paragraph 7.4.11	Have a thorough knowledge of radio usage and codes, and train Security Guards in these areas.	Observation, inspection of employee files and management reports	\$100 per occurrence

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
83. SOW: Sub-paragraph 7.4 – Security Guard Supervisor Duties, Sub-paragraph 7.4.12	Conduct investigations of incidents and prepare a written memorandum, SIR, or other documentation as appropriate.	Inspection of incident and management reports	\$50 per occurrence per Security Guard Supervisor
84. SOW: Sub-paragraph 7.4 – Security Guard Supervisor Duties, Sub-paragraph 7.4.13	Drive a Contractor-provided motor vehicle to the different assigned Locations.	Observation, inspection of work schedules, log books and records	\$200 per occurrence
85. SOW: Sub-paragraph 7.4 – Security Guard Supervisor Duties, Sub-paragraph 7.4.14	Sign-in and sign-out at visited locations. A Security Guard Supervisor sign in/out sheet, provided by the Contractor, shall be used to record each Location visited.	Observation, inspection of time sheets and random site visits	\$100 per occurrence Security Guard Supervisor
86. SOW: Sub-paragraph 7.4 – Security Guard Supervisor Duties, Sub-paragraph 7.4.15	Provide relief for Security Guard breaks and meals as required.	Observation and inspection	\$50 per occurrence per Security Guard Supervisor
87. SOW: Sub-paragraph 8.1 - Invoices	Contractor shall furnish to County, in a timely manner, true, accurate, and complete Monthly Invoice(s), with all necessary supporting documentation, as set forth in Sub-paragraph 5.5 - Invoices and Payments, of the Contract.	Review of report	\$50 per occurrence for incomplete, inaccurate, or late monthly invoices
88. SOW: Sub-paragraph 8.3 - Monthly Inspection Report	A "Monthly Inspection Report" (MIR) is to be completed by the tenth (10 <sup>th</sup> ) calendar day of each month for each Location for which services were provided, according to Attachment 2, Minimum Staffing Plan by SPA, of the SOW, which shall provide full details on all services provided, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action shall be provided. A complete record of all MIRs conducted by Contractor shall be made available upon request by County.	Review of report	\$50 per occurrence for any incomplete or delayed report.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
89. SOW: Sub-paragraph 8.5 - Procedural Manual	Contractor shall develop and provide a Procedural Manual describing how Contractor will inform their employees of procedural changes made by County or other entity to its employees, at least ten (10) Business Days prior to commencing work under the Contract.	Review of plan	\$50 per day late.
90. SOW: Sub-paragraph 8.6 - Background Investigation Clearance Report	Contractor shall forward a Background Investigation Clearance Report to County Project Manager by the tenth (10 <sup>th</sup> ) calendar day of each month. The Background Investigation Clearance Report shall include employee name, Location, guard registration card number, and date background cleared by County.	Review of report	\$50 per day late.
91. SOW: Sub-paragraph 8.7 - Complaint Investigation Procedures	Contractor shall develop, maintain, and follow procedures for receiving, investigating and responding to complaints by Security Guards, Security Guard Supervisors, members of the public, and or County personnel. Contractor shall provide County with Contractor's policy for review as set forth in Sub-paragraph 8.5 - Complaints, of the Contract, within ten (10) Business Days prior to commencing work under the Contract.	Review of manual	\$50 per day late.

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
92. SOW: Sub-paragraph 8.7 - Complaint Investigation Procedures, and Contract: Sub-paragraph 8.5 – Complaints, Sub-paragraphs 8.5.5 and 8.5.8	Contractor shall maintain a complaint log of all complaints received from Security Guards, Security Guard Supervisors, members of the public and County personnel. Complaints relating to employee appearance, attitude, or work performance shall be recorded, and immediate notification made to County Project Manager as set forth in sub-paragraph 8.5.5 of the Contract. The complaint log shall contain the date of receipt of the complaint, name of the complainant, nature of the complaint, time and action taken, or reason for inaction. An updated copy of the Complaint Log shall be made available to County Project Manager upon request as set forth in sub-paragraph 8.5.8 of the Contract	Observation, inspection of log sheets, management reports and random inspections	\$50 per day for delay in required reporting
93. SOW: Sub-paragraph 8.8 - Firearms List	<p>For every Security Guard and Security Guard Supervisor performing services under the Contract, Contractor shall provide a list of firearms to County Project Manager, with the make, manufacturer, and serial number of each Security Guard or Security Guard Supervisor's firearm. The firearms list shall be provided prior to a Security Guard or Security Guard Supervisor being assigned to a Location. Contractor is responsible for providing an updated list when changes occur.</p> <p>Contractor shall be responsible for keeping the firearms list up-to-date, adding or deleting personnel, and noting other changes as appropriate. Contractor shall provide County Project Manager with updated firearms list upon request.</p>	Review and Inspection	\$50 per occurrence as previously listed under Item Twenty (20), Firearms List, of this PRS.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
94. SOW: Sub-paragraph 8.9.2 - In-Service Training Report	Contractor shall provide a Monthly Report of all in-service training (training received while providing services at a Location) to County Project Manager by the tenth (10 <sup>th</sup> ) calendar day of the following month in which training has been completed.	Review and Inspection	\$50 per day for delay in required reporting
95. SOW: Sub-paragraph 8.9.3 - Security Guard and Security Guard Supervisor Training File	Contractor shall be responsible for maintaining a Training File for each employee assigned to provide services under the Contract. The Training File shall contain copies of: completed Contractor background investigation records; records of training received from Contractor or County with dated certificates of completion; current cards, licenses, and certifications; a brief biological sketch of the employee; and any additional information as required by County. The Training File shall be kept by Contractor, updated with current information on an on-going basis, and made available for inspection upon request by County, state, or federal representatives. On-site storage and retrieval of Security Guard and Security Guard Supervisor Training Files may be required, based on the needs of the Location where services are performed.	Review and Inspection	\$100 per incomplete/missing employee file, per inspection, as noted under number Twenty-five (25), Training File, and number One Hundred One (101) of this PRS.



<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>SERVICE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
96. SOW: Sub-paragraph 8.10 - Notification of Infectious Potential	Contractor shall immediately notify the County Project Manager of any Security Guard or Security Guard Supervisor reporting contact with, or evidencing signs or symptoms indicating the presence of, an infectious disease. Any Security Guard or Security Guard Supervisor determined to have infectious potential shall be removed from his/her post until it has been determined that the individual is no longer infectious as evidenced by a doctor's note. Contractor shall, utilizing available public information, make its employees aware of recommended vaccinations for diseases that can be prevented by vaccination.	Review and Inspection	<p>\$100 per day for delay in reporting.</p> <p>\$100 per occurrence for failure to remove infectious Security Guard or Security Guard Supervisor</p> <p>\$100 per occurrence for failure to provide vaccination information.</p>
97. SOW: Sub-paragraph 8.11 - Security Guard and Security Guard Supervisor Medical Records	Contractor shall maintain Security Guard and Security Guard Supervisor medical records as set forth in Section 8.11, Security Guard and Security Guard Supervisor Medical Records, of the SOW. To the extent expressly authorized by law, Security Guard and Security Guard Supervisor medical records shall be maintained and made available for review upon the request of appropriate County personnel, local, or State health officials. On-site storage and retrieval of some Security Guard and Security Guard Supervisor medical records may be required, based on the needs of the Location where services are to be performed.	Review and Inspection	\$100 per occurrence
98. SOW: Sub-paragraph 8.12 - Illness and Injury Prevention Program	Contractor shall, upon award of Agreement, provide County Project Manager with a copy of Contractor's CAL/OSHA-compliant Illness and Injury Prevention Program (IIPP).	Review and Inspection	\$50 per occurrence

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
99. SOW: Sub-paragraph 8.13 - Daily/Weekly Reporting Documents	Contractor shall maintain Security Guard and Security Guard Supervisor Sign In/Out Sheets, and Daily Activity Reports (DAR) at each Location where services are provided. The completed Sign In/Out Sheets shall be submitted with monthly invoices to County Project Manager, or designee, for review.	Review and Inspection	\$100 per incomplete/missing documents \$50 per day for each document for delay in submission
100. SOW: Sub-paragraph 8.14 - Security Incident Report (SIR)	Security Guards or Security Guard Supervisors shall immediately report to County Project Manager or County Services Bureau Watch Commander any incidents involving discharge of firearms, bodily injury, fire, theft, and other incidents that involve fire, law enforcement, health authorities, and/or Facility Administrator response. Security Guards or Security Guard Supervisors shall immediately follow up on these incidents by preparing written memorandum and/or a Security Incident Report (SIR). Written documentation shall describe the incident(s) in detail, and be submitted to County Project Manager before the end of the shift, or, if incidents occur after hours, the next morning.	Review and Inspection	\$100 per occurrence for failure to make immediate notification as required. \$50 per day for delay in submission

## CONTRACT DISCREPANCY REPORT (CDR)

**TO:**

**FROM:**

**DATES:**      **Prepared:** \_\_\_\_\_  
                  **Returned by Contractor:** \_\_\_\_\_  
                  **Action Completed:** \_\_\_\_\_

**DISCREPANCY PROBLEMS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of County Representative

\_\_\_\_\_

Date

**CONTRACTOR RESPONSE (Cause and Corrective Action):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Contractor Representative

\_\_\_\_\_

Date

**COUNTY EVALUATION OF CONTRACTOR RESPONSE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of County Representative

\_\_\_\_\_

Date

**COUNTY ACTIONS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONTRACTOR NOTIFIED OF ACTION:**

County Representative's Signature and Date

\_\_\_\_\_

Contractor Representative's Signature and Date

\_\_\_\_\_



SAMPLE LIVING WAGE - CONTRACTOR STAFFING PLAN BY LOCATION

DATE: 02/02/2010

COMPANY NAME XYZ COMPANY

COMPANY ADDRESS 1234 STREET, CITY STATE ZIP

PROJECT SECURITY SERVICES

DEPARTMENT NAME XXXX DEPT

FACILITY OR LOCATION	EMPLOYEE NAME	POSITION TITLE	ROVER(S)	WORK SCHEDULE	HOURS WORKED PER DAY	FULL TIME/PART TIME	HOURLY RATE	HEALTH INS. YES/NO	HOURS							COUNTY TOTAL HRS	NON-CNTY TOTAL HRS	HIRE DATE	TERMINATION DATE
									MON.	TUES	WEDS	THURS	FRI	SAT	SUN				
LANCASTER	NAME	OFFICER		8:00 TO 17:00	8	FULL TIME	\$11.84	No	8	8	8	8	8			40		5/1/2001	
1150 AVENUE J																			
LANCASTER																			
POMONA	NAME	OFFICER		8:00 - 19:00	10	FULL TIME	\$9.64	YES	10	10	10	10				40		11/13/2001	
100 W. SECOND STREET	NAME	OFFICER		8:00 TO 18:00	10	FULL TIME	\$9.64	No					10	10	10	30	10		
POMONA																			
SANTA FE SPRINGS	NAME	OFFICER		8:00 - 17:00	11	FULL TIME	\$11.84	No	8	8	8	8	8			40		5/5/2001	
10288 S.SLUSHER DRIVE				17:00 TO 20:00			\$17.76	No	3	3	3	3	3			15 OT			
SANTA FE SPRINGS																			
SHATIO	NAME	OFFICER		7:00 TO 18:00	10	FULL TIME	\$11.84	No	10	10	10	10				40		7/2/2001	
418 SHATIO PLACE	NAME		ROVER	7:00 TO 18:00	10	PART TIME	\$11.84	No					10			10		8/30/2001	
LOS ANGELES																			
WILSHIRE	NAME	OFFICER O-1		8:00 TO 18:00	8	FULL TIME	\$11.84	No	8	8	8	8	8			40		5/20/2001	
9078 WILSHIRE BLVD.		OFFICER O-2		18:00 TO 24:00	8	FULL TIME	\$11.84	No	8	8	8	8	8			40		5/21/2001	
LOS ANGELES		OFFICER O-3		24:00 TO 8:00	8	FULL TIME	\$11.84	No	8	8	8	8	8			40		5/21/2001	
	NAME		ROVER	8:00 TO 18:00	8	FULL TIME	\$11.84	No						8	8	16 OT		7/28/2001	
	NAME		ROVER	18:00 TO 24:00	8	FULL TIME	\$11.84	No						8	8	16 OT		7/7/2001	
	NAME		ROVER	24:00 TO 8:00	8	PART TIME	\$11.84	No						8	8	16		7/12/2001	
	NAME	SUPVR 4			2	FULL TIME	\$24.00	YES	2	2	2	2	2			10	30	5/1/2001	

Sector 1 Lancaster, North Hollywood  
Sector 2 Covina, Pomona, and Monterey Park  
Sector 3 Pasadena, Torrance, Commerce, El Monte and Lakewood  
Sector 4 Los Angeles

# EXHIBIT B - PRICING SCHEDULE ARMED AND UNARMED SECURITY GUARD SERVICES

## NORTH ZONE - SPAS ONE, TWO, AND FOUR

NORTH ZONE - SPA ONE - ANTELOPE VALLEY																														
GUARD ITEM	HOURS REQUIRED MONTHLY	1ST YEAR TOTAL			2ND YEAR TOTAL			3RD YEAR TOTAL			1ST EXTENSION YEAR			2ND EXTENSION YEAR			3RD EXTENSION YEAR			NORTH ZONE CONTRACT TOTAL										
		RATE	1ST ANNUAL		RATE	2ND ANNUAL		RATE	3RD ANNUAL		RATE	1ST EXTENSION		RATE	2ND EXTENSION		RATE	3RD EXTENSION												
UNARMED	5,366	\$	20.90	\$	1,345,885.36		\$	21.42	\$	1,379,371.50		\$	23.39	\$	1,506,232.46		\$	23.97	\$	1,543,892.39		\$	24.57	\$	1,582,220.25		\$	1,621,502.07	\$	8,978,794.04
ARMED	12,245	\$	24.06	\$	3,535,942.03		\$	24.66	\$	3,623,905.17		\$	26.93	\$	3,957,055.73		\$	27.60	\$	4,055,504.57		\$	28.29	\$	4,156,892.19		\$	4,261,218.57	\$	23,589,518.26
SUPERVISOR	1,391	\$	26.05	\$	434,714.96		\$	26.70	\$	445,561.97		\$	28.16	\$	486,613.75		\$	28.89	\$	498,795.78		\$	30.64	\$	511,311.57		\$	524,161.11	\$	2,901,159.13
POST COMMANDER	0	\$	33.99	\$	-		\$	34.84	\$	-		\$	38.05	\$	-		\$	39.00	\$	-		\$	39.98	\$	-		\$	40.98	\$	-

NORTH ZONE - SPA TWO - SAN FERNANDO VALLEY																												
GUARD ITEM	HOURS REQUIRED		1ST YEAR TOTAL		2ND YEAR TOTAL		3RD YEAR TOTAL		1ST EXTENSION YEAR		2ND EXTENSION YEAR		3RD EXTENSION YEAR		NORTH ZONE													
	MONTHLY	ANNUAL	RATE	1ST ANNUAL	RATE	2ND ANNUAL	RATE	3RD ANNUAL	RATE	1ST EXTENSION	RATE	2ND EXTENSION	RATE	3RD EXTENSION	CONTRACT TOTAL													
UNARMED	13,620	163,442	\$	20.90	\$	3,415,933.32	\$	21.42	\$	3,500,923.05	\$	23.39	\$	3,822,903.37	\$	23.97	\$	3,917,699.60	\$	24.57	\$	4,015,764.88	\$	25.18	\$	4,115,464.16	\$	22,788,688.18
	13,268	159,212	\$	24.06	\$	3,830,640.72	\$	24.66	\$	3,926,167.92	\$	26.93	\$	4,287,579.16	\$	27.60	\$	4,394,251.20	\$	28.29	\$	4,504,107.48	\$	29.00	\$	4,617,148.00	\$	25,559,894.48
SUPERVISOR	2,468	29,620	\$	26.05	\$	771,601.00	\$	26.70	\$	790,854.00	\$	29.16	\$	863,719.20	\$	29.89	\$	885,341.80	\$	30.64	\$	907,556.80	\$	31.41	\$	930,364.20	\$	5,149,437.00
	174	2,086	\$	33.99	\$	70,893.43	\$	34.84	\$	72,666.29	\$	38.05	\$	79,361.43	\$	39.00	\$	81,342.86	\$	39.98	\$	83,386.86	\$	40.88	\$	85,472.57	\$	473,123.43
TOTAL	29,530	354,360	\$	8,089,068.47	\$	8,290,611.26	\$	8,290,611.26	\$	9,053,583.16	\$	9,278,635.46	\$	9,510,815.81	\$	9,748,448.94	\$	53,971,143.09										

NORTH ZONE - SPA FOUR - METRO																												
GUARD ITEM	HOURS REQUIRED MONTHLY	1ST YEAR TOTAL			2ND YEAR TOTAL			3RD YEAR TOTAL			1ST EXTENSION YEAR			2ND EXTENSION YEAR			3RD EXTENSION YEAR			NORTH ZONE CONTRACT TOTAL								
		ANNUAL	RATE	1ST ANNUAL	ANNUAL	RATE	2ND ANNUAL	ANNUAL	RATE	3RD ANNUAL	ANNUAL	RATE	1ST EXTENSION	ANNUAL	RATE	2ND EXTENSION	ANNUAL	RATE	3RD EXTENSION	ANNUAL	RATE							
UNARMED	29,993	359,916	\$	20.90	\$	7,522,245.89	\$	21.42	\$	7,709,402.25	\$	23.39	\$	8,418,436.91	\$	23.97	\$	8,627,188.23	\$	24.57	\$	8,843,137.88	\$	25.18	\$	9,062,686.68	\$	50,183,097.84
ARMED	15,879	190,543	\$	24.06	\$	4,594,466.44	\$	24.66	\$	4,698,791.26	\$	26.93	\$	5,131,323.95	\$	27.60	\$	5,258,987.79	\$	28.29	\$	5,390,462.48	\$	29.00	\$	5,525,748.04	\$	30,589,778.95
SUPERVISOR	5,165	61,975	\$	26.05	\$	1,614,446.89	\$	26.70	\$	1,654,730.59	\$	28.16	\$	1,807,188.92	\$	29.89	\$	1,852,430.62	\$	30.64	\$	1,898,911.81	\$	31.41	\$	1,946,632.51	\$	10,774,341.33
POST COMMANDER	174	2,086	\$	33.99	\$	70,893.43	\$	34.84	\$	72,666.29	\$	38.05	\$	79,361.43	\$	39.00	\$	81,342.86	\$	39.98	\$	83,386.86	\$	40.98	\$	85,472.57	\$	473,123.43
*OVERHEAD (OH)																												
**PROGRAM MANAGER (OH)																												
40 hrs/wk: SPA FOUR - USC MED CENTER																												
TOTAL	51,384	616,605	\$		\$	13,792,051.65	\$		\$	14,135,590.39	\$		\$	15,436,311.21	\$		\$	15,819,949.49	\$		\$	16,215,899.02	\$		\$	16,620,539.79	\$	92,020,341.55

\*Over Head (OH): Required position, not billed directly to County

# EXHIBIT B - PRICING SCHEDULE ARMED AND UNARMED SECURITY GUARD SERVICES

ENTER > ALL INCLUSIVE FIXED RATES															
NORTH ZONE - SPAS ONE, TWO, AND FOUR															
GUARD ITEM	HOURS REQUIRED MONTHLY	ANNUAL	1ST YEAR TOTAL		2ND YEAR TOTAL		3RD YEAR TOTAL		1ST EXTENSION YEAR		2ND EXTENSION YEAR		3RD EXTENSION YEAR		NORTH ZONE CONTRACT TOTAL
			RATE		RATE		RATE		RATE		RATE		RATE		
UNARMED	48,980	587,754	\$ 20.90	\$ 12,284,064.57	\$ 21.42	\$ 12,589,696.80	\$ 23.39	\$ 13,747,572.74	\$ 23.97	\$ 14,088,470.23	\$ 24.57	\$ 14,441,122.80	\$ 25.18	\$ 14,799,652.91	\$ 81,950,580.06
ARMED	41,391	496,694	\$ 24.06	\$ 11,950,448.19	\$ 24.66	\$ 12,248,464.35	\$ 26.93	\$ 13,375,958.84	\$ 27.60	\$ 13,708,743.56	\$ 28.29	\$ 14,051,462.15	\$ 29.00	\$ 14,404,114.61	\$ 79,739,191.69
SUPERVISOR	9,024	108,283	\$ 26.05	\$ 2,820,762.85	\$ 26.70	\$ 2,891,146.56	\$ 29.16	\$ 3,157,521.87	\$ 29.89	\$ 3,236,568.20	\$ 30.64	\$ 3,317,780.18	\$ 31.41	\$ 3,401,157.81	\$ 18,824,937.46
POST COMMANDER	348	4,171	\$ 33.99	\$ 141,786.86	\$ 34.84	\$ 145,332.57	\$ 38.05	\$ 158,722.86	\$ 39.00	\$ 162,685.71	\$ 39.98	\$ 166,773.71	\$ 40.98	\$ 170,945.14	\$ 946,246.86
*OVERHEAD (OH)	730	8,760													
*PROGRAM SUPERVISORS (OH): ONE per ZONE - EACH shift: AM, PM, EM	174	2,086													
*PROGRAM MANAGER (OH) 40 hrs/wk: SPA FOUR - USC MED CENTER															
TOTAL	100,646	1,207,748	\$ 27,197,062.46		\$ 27,874,640.29			\$ 30,439,776.31	\$ 31,196,467.70			\$ 31,977,138.84		\$ 32,775,870.48	\$ 181,460,956.07
TOTAL HOURS MINUS OVERHEAD	99,742	1,196,902	Max Annual \$ 29,916,768.71	Max Annual \$ 30,662,104.32	Max Annual \$ 33,483,753.94	Max Annual \$ 34,316,114.46	Max Annual \$ 35,174,852.72	Max Annual \$ 36,053,457.52	Max Annual \$ 36,053,457.52	Contract Sum	Contract Sum	Contract Sum	Contract Sum	Contract Sum	Maximum Contract Sum
OVERTIME/SPECIAL RATES (FILLS AUTOMATICALLY)															
NORTH ZONE - SPAS ONE, TWO, AND FOUR															
GUARD ITEM	HOURS REQUIRED MONTHLY	ANNUAL	1ST YEAR TOTAL		2ND YEAR TOTAL		3RD YEAR TOTAL		1ST EXTENSION YEAR		2ND EXTENSION YEAR		3RD EXTENSION YEAR		NORTH ZONE CONTRACT TOTAL
			RATE		RATE		RATE		RATE		RATE		RATE		
UNARMED	0	0	\$ 31.35	\$ -	\$ 32.13	\$ -	\$ 35.09	\$ -	\$ 35.96	\$ -	\$ 36.86	\$ -	\$ 37.77	\$ -	\$ -
ARMED	0	0	\$ 36.09	\$ -	\$ 36.99	\$ -	\$ 40.40	\$ -	\$ 41.40	\$ -	\$ 42.44	\$ -	\$ 43.50	\$ -	\$ -
SUPERVISOR	0	0	\$ 39.08	\$ -	\$ 40.05	\$ -	\$ 43.74	\$ -	\$ 44.84	\$ -	\$ 45.96	\$ -	\$ 47.12	\$ -	\$ -
POST COMMANDER	0	0	\$ 50.99	\$ -	\$ 52.26	\$ -	\$ 57.08	\$ -	\$ 58.50	\$ -	\$ 59.97	\$ -	\$ 61.47	\$ -	\$ -

\*Over Head (OH): Required position, not billed directly to County

**CONTRACTOR'S EEO CERTIFICATION**

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Contractor Name

---

Address

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Internal Revenue Service Employer Identification Number**GENERAL CERTIFICATION**

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

**CONTRACTOR'S SPECIFIC CERTIFICATIONS**

- |    |   |                              |                             |
|----|---|------------------------------|-----------------------------|
| 1. | The Contractor has a written policy statement prohibiting discrimination in all phases of employment.   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The Contractor periodically conducts a self analysis or utilization analysis of its work force.   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | The Contractor has a system for determining if its employment practices are discriminatory against protected groups.  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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Authorized Official's Printed Name and Title

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Authorized Official's Signature

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Date



## COUNTY'S ADMINISTRATION

CONTRACT NO. \_\_\_\_\_

### COUNTY PROJECT DIRECTOR:

Name: HENRY M. ROMERO

Title: COMMANDER

Address: 211 WEST TEMPLE STREET, 7<sup>TH</sup> FLOOR  
LOS ANGELES, CA 90012

Telephone: (213) 229-2103

Facsimile:

E-Mail Address: HRomero@lasd.org

### COUNTY PROJECT MANAGER:

Name: JOVIE HOUGH

Title: ASM II

Address: 320 WEST TEMPLE ST., #B89  
LOS ANGELES, CA 90012

Telephone: (213) 613-3915

Facsimile:

E-Mail Address: jhough@lasd.org

### COUNTY CONTRACT PROJECT MONITOR:

Name: COUNTY SERVICES BUREAU CONTRACT MONITORING

Title: CONTRACT MONITORS

Address: 320 WEST TEMPLE ST., #B89  
LOS ANGELES, CA 90012

Telephone: (213) 613- 3900

Facsimile:

E-Mail Address: CSBContractmonitoring@lasd.org

**CONTRACTOR'S ADMINISTRATION****CONTRACTOR'S NAME:** \_\_\_\_\_**CONTRACT NO:** \_\_\_\_\_**CONTRACTOR'S PROJECT MANAGER:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**CONTRACTOR'S AUTHORIZED OFFICIAL(S)**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Notices to Contractor shall be sent to the following:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name \_\_\_\_\_ Contract No. \_\_\_\_\_

Employee Name \_\_\_\_\_

**GENERAL INFORMATION:**

Your employer referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

**EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this contract or termination of my employment with my employer, whichever occurs first.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

**CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name \_\_\_\_\_ Contract No. \_\_\_\_\_

Non-Employee Name \_\_\_\_\_

**GENERAL INFORMATION:**

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

**NON-EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this contract or termination of my services hereunder, whichever occurs first.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

**2.203.010 Findings.**

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.020 Definitions.**

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
  - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
  - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
  - 3. A purchase made through a state or federal contract; or
  - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
  - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
  - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
  - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

Page 2 of 3

- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
  2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

### **2.203.030 Applicability.**

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

### **2.203.040 Contractor Jury Service Policy.**

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

### **2.203.050 Other Provisions.**

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

### **2.203.060 Enforcement and Remedies.**

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

**2.203.070. Exceptions.**

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
  - 1. Has ten or fewer employees during the contract period; and,
  - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
  - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.090. Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

## SAFELY SURRENDERED BABY LAW



# *Safely* Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)



In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

# Safely Surrendered Baby Law

## What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

*Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.*

## How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

## What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

## Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

## Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

## Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

## What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

## What happens to the parent or surrendering adult?

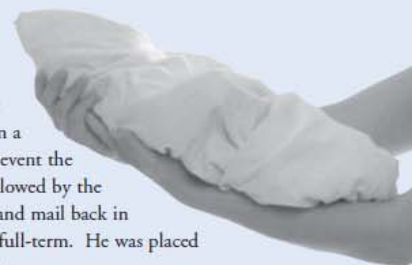
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

## Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

## A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.





# *Ley de* Entrega de Bebés *Sin Peligro*



*Los recién nacidos pueden ser entregados en forma segura al personal  
de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)



En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

# Ley de Entrega de Bebés Sin Peligro

## ¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

*Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.*

## ¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

## ¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

## ¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

## ¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

## ¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

## ¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

## ¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

## ¿Por qué se está haciendo esto en California?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

## Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



**Sections:**

**2.201.010 - Findings.**

**2.201.020 - Definitions.**

**2.201.030 - Prospective effect.**

**2.201.040 - Payment of living wage.**

**2.201.050 - Other provisions.**

**2.201.060 - Employer retaliation prohibited.**

**2.201.070 - Employee retention rights.**

**2.201.080 - Enforcement and remedies.**

**2.201.090 - Exceptions.**

**2.201.100 - Severability.**

**2.201.010 - Findings.**

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles.

*(Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)*

**2.201.020 - Definitions.**

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

- A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.
- B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.
- C. "Employer" means:
  - 1. An individual or entity who has a contract with the county:
    - a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or



- b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and
  - c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or
2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.
- D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week.
- E. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq. of this code, entitled Contracting with Private Business.  
(Ord. 2007-0011 §2, 2007: Ord. 99-0048 § 1 (part), 1999.)

### **2.201.030 - Prospective effect.**

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter. <sup>[152]</sup> It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable.

(Ord. 99-0048 § 1 (part), 1999.)

### **2.201.040 - Payment of living wage.**

- A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be \$9.64 per hour with health benefits, or \$11.84 per hour without health benefits.
- B. To qualify for the living wage rate with health benefits, an employer shall pay at least \$2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.
- C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services

contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate.

*(Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)*

### **2.201.050 - Other provisions.**

- A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.
- B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.
- C. Administration. The Chief Executive Officer and the Internal Services Department shall be responsible for the administration of this chapter. The Chief Executive Officer and the Internal Services Department may, with the advice of county counsel, issue interpretations of the provisions of this chapter. The Chief Executive Officer in conjunction with the Internal Services Department shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the Chief Executive Officer in conjunction with the Internal Services Department. The Internal Services Department in conjunction with the Chief Executive Officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.
- E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. *(Ord. 2011-0066 § 3, 2011: Ord. 99-0048 § 1 (part), 1999.)*

### **2.201.060 - Employer retaliation prohibited.**

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county

chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (*Ord. 99-0048 § 1 (part), 1999.*)

### **2.201.070 - Employee retention rights.**

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

- A. A "retention employee" is an employee of a predecessor employer:
  - 1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
  - 2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
  - 3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.
- B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.
- C. A subsequent employer is not required to hire a retention employee who:
  - 1. Has been convicted of a crime related to the job or his or her job performance; or
  - 2. Fails to meet any other county requirement for employees of a contractor.
- D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees.  
(*Ord. 99-0048 § 1 (part), 1999.*)

### **2.201.080 - Enforcement and remedies.**

For violation of any of the provisions of this chapter:

- A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.
- B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:
  - 1. Assess liquidated damages as provided in the contract; and/or



2. Recommend to the board of supervisors the termination of the contract; and/or
- D. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code.  
*(Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)*

### **2.201.090 - Exceptions.**

- A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.
- B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.
- D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:
  1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and
  2. Has 20 or fewer employees during the contract period, including full time and part time employees; and
  3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$1,000,000.00; or
  4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$2,500,000.00.

"Dominant in its field of operation" means having more than 20 employees, including full time and part time employees, and more than \$1,000,000.00 in annual gross revenues or \$2,500,000.00 in annual gross revenues if a technical or professional service.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

*(Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)*

### **2.201.100 - Severability.**

Title 2 ADMINISTRATION  
Chapter 2.201 LIVING WAGE PROGRAM

EXHIBIT J

Page 6 of 5

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

(Ord. 99-0048 § 1 (part), 1999.)

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FOOTNOTE(S):

<sup>(152)</sup> **Editor's note**— Ordinance 99-0048, which enacted Ch.2.201, is effective on July 22, 1999.



COUNTY OF LOS ANGELES  
LIVING WAGE ORDINANCE

MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

EXHIBIT K

Instruction Box: Please complete all sections of this form. Information to complete this form can be obtained from your weekly certified pay roll report. Submit this form with your Certified Payroll Report to the awarding County department. Be sure to complete and sign this form before submission.

(1) Name: Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/>		Address: (Street, City, State, Zip)						
(2) Payroll No.:		(4) From Payroll period / /	(5) For Month Ending: / /					
(6) Work Location:		(7) Contract Name & Number:						
(8) Department Name:		(9) Contract Service Description:						
(10) Contractor Health Plan Name(s):		(11) Contractor Health Plan ID Number(s):						
(11) Employee Name, Address & Last 4 digits of SSN	(12) Work Classification	(13) Total Hours Worked Each Week of Monthly Pay Period 1 2 3 4 5	(14) Total Applicable Hours	(15) Employer Paid Health Benefit Hourly Rate	(16) Gross Amount Paid (Rate x 15)	(17) Employer Paid Health Benefit (Rate x 15)	(18) Gross Amount Paid (Rate x 15)	(19) Applicable Health Benefit Paid (Rate x 15)
1								
2								
3								
4								
5								
I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct. Print Authorized Name:		Total (This Page)	0	0	0	0	0	0
Grand Total (All Pages)								
Authorized Signature:		Date:		Title:		Telephone Number (include area code) ( ) / / Page: of		



**COUNTY OF LOS ANGELES  
LIVING WAGE PROGRAM**

**PAYROLL STATEMENT OF COMPLIANCE**

I, \_\_\_\_\_, \_\_\_\_\_  
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by \_\_\_\_\_  
on the \_\_\_\_\_;  
(Company or subcontractor Name) (Service, Building or Work Site)  
that during the payroll period commencing on the \_\_\_\_\_ day of \_\_\_\_\_, and  
(Calendar day of Month) (Month and Year)  
ending the \_\_\_\_\_ day of \_\_\_\_\_ all persons employed on said work site  
(Calendar day of Month) (Month and Year)  
have been paid the full weekly wages earned, that no rebates have been or will be made, either directly or indirectly, to or on behalf of \_\_\_\_\_.  
(Company Name)

from the full weekly wages earned by any person, and that no deductions have been made either directly or indirectly, from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

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2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

A. WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

- ☐ In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

B. WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH

- ☐ Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.

Print Name and Title

Owner or Company Representative Signature:

Date:

**THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD CONSISTENT WITH THE SERIOUSNESS OF THE VIOLATION.**